**Driver - Job Description**

This Job Description is intended as a general indication of the main responsibilities of the job

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| **Job Title** | Driver |
| **Reports To** | CEO |
| **Main Purpose of Job** | Van driver of Sofa delivery and collection service, loading and unloading of goods, movement of goods within the warehouse. |

### Main Responsibilities

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| 1 | Van driver of Sofa delivery and collection service, loading and unloading of goods, movement of goods within the warehouse. Route planning for collections and deliveries to ensure efficiency and cost effectiveness. |
| 2 | To keep accurate records of vehicle usage, items collected and delivered. |
| 3 | To assess the condition of donated items before collection. To assess the safety of the collection and delivery of items to a site. |
| 4 | To complete daily routine safety checks on the vehicle(s) |
| 5 | To ensure good customer service to all users of Sofa, particularly in the warehouse and when providing a delivery and collection service. Ensure that volunteers understand the customer service standards that we aspire to as an organisation. |
| 6 | Be involved with serving customers and selling, as well as marketing and fundraising for Sofa alongside other staff, volunteers and work placement trainees. |
| 7 | To follow all requirements as detailed in the organisation’s Health and Safety policy and risk assessments |
| 8 | To assist and support new volunteers as required |
| 9 | Collect and share feedback from volunteers, work placement trainees and customers with the CEO |
| 10 | To undertake any other reasonable tasks as deemed necessary by the CEO |
| 11 | To promote equal opportunities and value diversity in accordance with Sofa’s Equal Opportunity and Diversity Policy |
| 12 | To undertake any other duties as required by Sofa Trustees which are consistent with the aims and objectives of Sofa |

**Other Requirements**

* Adhere to Sofa’s Health and Safety Policy
* Attend occasional meetings
* Work flexibly throughout the week excluding Sundays
* Be a building keyholder and open and lock the building when required
* Attend and or complete training courses as and when required
* Assist with any other relevant ad hoc duties as and when required