



BLYTHSWOOD JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Driver / Warehouse Person

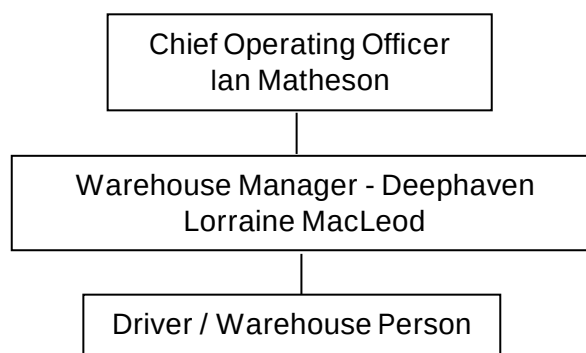
Department: Operations

Place of Work: Deephaven, Evanton

2. JOB PURPOSE

To carry out collections and deliveries as required. Also, to assist in the warehouse, as directed by the Warehouse Manager - Deephaven, to sort out stock from donations received.

3. ORGANISATIONAL POSITION



4. ORGANISATIONAL OBJECTIVES

Our Vision

To see people's lives being changed for good and forever as they are released from poverty, trauma and exploitation, and receive eternal life through the saving power of Jesus Christ.

Our Mission

To show God's love, and offer the compassion, relief and hope that can change lives for good and forever.

- We bring good into times of crisis and extreme poverty through acts of kindness and the provision of immediate relief.
- We help people to change their longer-term futures for good through education and rehabilitation.
- In all our work, we seek to tell people of God's love in sending his only Son, Jesus, so that those who believe in him might not perish but have everlasting life (John 3:16). This is the good news that can change lives forever.

We believe we can have the greatest impact for good by reaching out to people who are experiencing the greatest disadvantage. Working with local partners who understand the needs of their communities, we have opportunities to serve people in parts of Eastern Europe, Asia and Africa.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Driving - local collections of shoeboxes, goods and shop deliveries as defined by daily manifest
- Follow Gift Aid procedures
- Loading/Unloading/Storing and moving goods between Blythwood shops as required
- Lifting bags, boxes and sacks of donated and sorted goods
- Identifying saleable / reusable items and waste items from goods donated
- When not collecting or delivering, tasks to be directed by the Warehouse Manager
- Palletising materials and loading lorry trailers efficiently
- General warehousing/stock control/waste management including collection of cardboard boxes, waste deliveries to Waste Transfer Station, Inverness
- Liaising with public in a customer focused manner
- Carrying out vehicle checks for maintenance and record vehicle mileage and driving hours
- Working with colleagues and volunteers who assist in the collections and deliveries and in the shops
- Minimising waste and maximising reuse and recycle at all times
- Co-operation with colleagues and management in order to get the work done safely/timeously.
- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identify training needs to your Manager
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors to the warehouse.

6. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Chief Operations Officer
- Warehouse Manager
- Logistics and Operations Coordinator
- Shop Managers
- Head Office Warehouse and Administration Staff
- Other drivers/warehouse staff
- Blythwood Volunteers

Outwith Blythwood

- The general public

7. PERSON SPECIFICATION

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential	1. Full Driving licence 2. Manual handling and Health and Safety awareness 3. Experience of dealing with the general public 4. Experience of recording vehicle mileage and driving hours and carrying out vehicle
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	checks for maintenance
Preferred	1. General warehouse experience 2. Experience of storing goods for resale or recycle 3. Awareness of the issues around the safety of high-risk goods 4. Familiar with stock control systems

OTHER REQUIREMENTS	
1. Sympathetic towards the mission, vision and values of Blythswood. 2. Exceptional ability to relate to and develop constructive relationships with people from all backgrounds 3. Ability to take instruction and work well to carry out the tasks given 4. Ability to remain calm and focussed under pressure 5. Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation 6. Scrupulous personal hygiene and professional appearance Blythswood reserves the right to shortlist on the essential criteria only or on the essential and preferred criteria as identified in the Person Specification as may be appropriate.	

8. JOB DESCRIPTION ACCEPTANCE AND AGREEMENT

I confirm that I have read and understood this job description and agree that it accurately reflects the responsibilities and expectations of my role at the date of signing.

All Job Descriptions are subject to review on an annual basis or as a result of

- a change of strategic management
- changing team/operational requirements
- agreed staff development and appraisal needs and objectives

Job Holder's Name (please print):

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Job Holder's Signature:

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Date:

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Manager's Name (please print):

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Manager's Signature:

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Date:

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