

JOB DESCRIPTION

JOB TITLE: Driver/Removal Person

RESPONSIBLE TO: Area Retail Manager

DUTIES & RESPONSIBILITIES:

1. Collect and deliver furniture for and on behalf of Age UK Leicester Shire & Rutland.
2. Ensure that adequate care is taken in transporting furniture and carrying to and from shops.
3. Ensure that great care is taken over carrying furniture in and out of people's homes.
4. Ensure that you deal with members of the general public in a courteous and friendly manner.
5. On occasions assist in Age UK Leicester Shire & Rutland's furniture shop (ensuring the shop is clean and tidy and well presented).
6. Perform weekly routine maintenance to the Age UK vehicle you are responsible for including the checking of water, oil, battery fluids, tyre pressures and tread wear and note and report all defects and faults to the Furniture Shop Manager.
7. Be responsible for the weekly cleaning of the Age UK vehicle both internally and externally.
8. Maintain a daily log sheet for the Age UK vehicle regarding details of journeys, mileage out and in and quantities of petrol and oil purchased. Submit completed log sheets to Age UK Leicester Shire & Rutland's Finance Department at the end of each month.
9. Fill in a weekly time sheet and have it endorsed by the Manager of Age UK Leicester Shire & Rutland's furniture shop or the person you are working for on a particular day.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____