

Job Description

Job Title	Van Delivery Crew based in Kendal
Job Purpose	<ul style="list-style-type: none"> • To take responsibility for the Age UK South Lakeland van based at Kendal Warehouse whilst delivering and collection large items of stock. • To provide excellent customer service when delivering or collecting items from peoples' homes • Ensuring all health and safety, legislative and organisational procedures are adhered to
Responsible to	Kendal Warehouse Manager or in their absence the Deputy Retail Manager
Working with	Retail Management Team and retail group staff & volunteers
Responsible for	Maintaining the delivery vehicle and the carriage and safe loading of items for the purposes of delivery and collection
Hours and salary	21 hours per week (Fri, Sat & Sun) £9.76 per hour
Location	Based at the Age UK South Lakeland Warehouse, Kendal

Main Duties

1. Ensure that all statutory responsibilities are met, including Fire and Health & Safety Regulations.

2. Take overall responsibility of the Age UK South Lakeland vehicle, ensuring that it is clean, fueled and maintained in a roadworthy condition and that all defects are reported promptly to the Deputy Retail Manager.
3. To route the vehicle in co-operation with the Shop Managers – ensuring there efficient and effective use for their delivery and collection service.
4. To ensure the safe delivery and collection of items taking into account all Health and Safety requirements.
5. Administer and promote the gift aid system.
6. To enhance the Age UK South Lakeland image through a professional retail service, ensuring that all queries about Age UK services are directed to the appropriate place.
7. To ensure that all Age UK South Lakeland administrative and financial procedures are followed.
7. To undertake any other appropriate duties required as directed by the Shop Managers or Deputy Retail Manager
9. To be willing to travel within the South Lakeland region as required to meet the needs of the role and the organisation.
10. To work within Age UK South Lakeland's policies and procedures at all times – including Equal Opportunities, Health and Safety, Data Protection, Confidentiality and Environmental policies.

Conditions of employment

This post is part time (21 hours per week – Friday, Saturday, Sunday). The salary for the post is £9.76 per hour There are five weeks paid holiday per year pro rata, plus public holidays. Contributory pension arrangements are available for staff who have completed three months' service.