

## **Self Employed Driver**

**Primary Work location:** All locations in Coventry and Warwickshire area

**Working hours:** Flexible, 7 days a week

**Salary:** TBC

**Department:** Retail

**Reports to:** Retail Area Manager

**Direct reports:** None

### **Myton Hospices Values**



### **Role purpose:**

- Move stock from shop to shop as necessary in line with Retail requirements in order to maximise income from each unit.
- Distribute sundries, consumables, new goods and other stored items to shops as required aligned to stock distribution plans.
- Facilitate house collections and clearances in the Coventry and Warwickshire areas, and support stock generation events

### **Main Duties & Responsibilities**

#### **Distribution**

- Drive a van to all current and future locations in the Coventry and Warwickshire areas
- Collect donated stock from shop locations and distribute to other locations as required, delivering the stock to the required storage point within each location which might be on any floor within the shop premises

- Collect donations from residential or business properties as required including full house clearances and furniture/electrical items
- Deliver Furniture & Electrical sold items to residential properties as required.
- Liaise with Area and Shop Managers to ensure the efficient and appropriate provision of stock to maximise sales.
- Collect and distribute items from any storage facility or the Hospices as required
- Liaise with donors and customers as necessary, providing good customer service and acting as positive ambassador for the organisation
- Work to a flexible and efficient collection and delivery schedule as agreed with the Area Managers or Retail Support Officer
- To complete accurately all relevant paperwork to agreed deadlines

### **Storage Facility**

- Collect and distribute items from any storage facility or the Hospices as required
- Support the allocation and distribution of donated stock, consumables, new goods and other Retail items to all shop locations
- Facilitate the tidy storage of all stock received into the storage facility
- Dispose of broken stock through visiting local refuse centres where necessary
- Operate in the Storage Facility in a tidy, organised and safe manner.

### **Health and Safety**

- Be aware of the fire regulations and action to be taken in the event of fire.
- Report any accidents/incidents to the Area manager at work as appropriate.
- Maintain the van(s) in line with Myton vehicle and driving policies.
- Ensure that the Storage Facility is secure at all times and is operated within Health & Safety guidelines.

### **General**

- Contribute to the ongoing success of Myton Hospices through effective distribution of stock
- Promote Gift Aid with all donating customers and sign-up new Gift Aid donors when collecting goods.

### **Work Pattern**

Flexible, 7 days per week

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in termination of working relationship.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all partners to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement whilst working with Myton that you must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

Whilst working with Myton you must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in termination of working relationship.

### **Equality & Diversity**

The self-employed driver must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

The self-employed driver must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The self-employed driver is required to conform with Myton's policies on Health & Safety and Fire Prevention.

### **Safeguarding Vulnerable Adults and Children**

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Self Employed drivers are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

**Self Employed Driver /Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Last reviewed April 2023*