

### JOB DESCRIPTION

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|---|--|--|--|
| <b>Post Title: Core Driver/ Sales Worker</b>  | <b>Directorate</b> - Adult Social Care and Strategic Commissioning<br><b>Service</b> - Health and Wellbeing<br><b>Sector</b> - Adult Learning Disability |  | <b>Office Use</b>                      |
| <b>Grade: 3</b>   | <b>Workplace: Tynedale Centre</b>  |  | <b>JE ref:3767</b><br><b>HRMS ref:</b> |
| <b>Responsible to: Service      Manager</b>   | <b>Date: October 2020</b>  |  |  |
| <b>Job Purpose: To assist with the collection and delivery of furniture, items to and from public's homes in connection with CORE</b>   |  |  |  |
| <b>Resources</b>  | Staff  | None   |  |
|   | Finance  | Some cash handling in Saleroom   |  |
|   | Physical   | Shared responsibility for the security, maintenance and upkeep of records  |  |
|   | Clients  | May well have general involvement with clients, support staff and managers |  |
| <b>Duties and key result areas:</b> <ul style="list-style-type: none"> <li>All aspects of the collection and delivery of furniture, items to and from public's homes, in connection with CORE Furniture</li> <li>Load customers' furniture, items onto van. Drive the van to site and deliver furniture to customers - possible multi drop deliveries</li> <li>Collect and deliver furniture items to and from designated sites and complete associated paperwork</li> <li>Assist with sales within CORE Showroom</li> <li>Assist from time to time with collections in connection with other contracts for Transport Services</li> <li>Keep the van in a clean and tidy condition - vehicle to be washed weekly.</li> <li>Carry out routine vehicle inspections to ensure safety and roadworthiness and report any defects using appropriate documentation</li> <li>The cleaning and valeting of vehicles as required</li> <li>Participating in team working environment</li> <li>To ensure that individual team unit and corporate performance targets are met. To ensure the health and safety of employees, visitors and self in accordance with Council's Health and Safety Policies</li> <li>Observe all Health and Safety at Work requirements, regulations and legislation at all times with regard to self, other staff and members of the public</li> <li>To be proactive in the application and retention of Corporate and Government applied standards.</li> <li>Other duties appropriate to the nature, level and grade of the post</li> </ul> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p> |  |  |  |
| <b>Work Arrangements</b>  |  |  |  |
| Transport requirements: The need to visit sites in specific customer list<br>Working patterns: 9.00am -500pm Monday - Friday<br>Three Saturdays per year to cover sales<br>Working conditions: Driving in all weather conditions.<br>Some outside work during loading/unloading activities.   |  |  |  |

## PERSON SPECIFICATION

|   |                                 |                  |
|---|---------------------------------|------------------|
| <b>Post Title:</b> CORE Driver/Sales Worker   | <b>Director/Service/Sector:</b> | Ref:3767         |
| <b>Essential</b>  | <b>Desirable</b>                | <b>Assess by</b> |
| <b>Knowledge and Qualifications</b>   |                                 |                  |
| General education with evidence of competency in Literacy and Numeracy<br>Relevant knowledge of the range of tasks together with the operation of associated equipment  | Customer skills                 |                  |
| <b>Experience</b>   |                                 |                  |
| Experience of delivery work   |                                 |                  |
| <b>Skills and competencies</b>  |                                 |                  |
| Ability to keep to agreed delivery and collection schedules<br>Ability to maintain written records on service deliveries<br>Able to plan route for deliveries/collections<br>Awareness of traffic hazards   | Retail skills                   |                  |
| <b>Physical, mental and emotional demands</b>   |                                 |                  |
| Physical ability to carry out various bending and lifting activities on a daily basis<br>Able to maintain general awareness for safe working conditions with some periods of concentration, and varied periods of driving depending on workload<br>Ability to work outdoors in all weather conditions when loading/unloading goods<br>Ability to communicate effectively with members of the public |                                 |                  |
| <b>Motivation</b>   |                                 |                  |
| Reliable and keeps good time<br>Committed to the ethics of public service, quality and customer service<br>Appropriately follows instructions to achieve set tasks or objectives<br>Adapts to change by adopting a flexible and co-operative attitude<br>Supportive and adapts to team working<br>Demonstrates integrity and uphold values and principles<br>Able to use initiative when required   |                                 |                  |
| <b>Other</b>  |                                 |                  |
| Full current driving licence Cat B  |                                 |                  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

**Commented [1]:** would this be equivalent to NVQ L1?

**Commented [2]:** Could mention they will be required to communicate with members of the public

**Commented [3]:** Would this be regular lifting, carrying etc?

**Commented [4]:** Could add that they need to be aware of traffic hazards

**Commented [5]:** How long would they be driving for at a time, more than an hour (continuous)?

**Commented [6]:** Would they have to do so many deliveries a day?

**Commented [7]:** Would they have to use their initiative at all?