



Van Driver/Maintenance Officer

Job Description

Job Title: Van Driver/Maintenance Officer

Location: Foyle Hospice

Reports to: Area Shops Manager

Responsible to: Director of Income Generation and Communications

Hours of work: 37.5 hours per week

Salary: Agenda for Change Band 3 (£24,071 per annum)

Contract: Permanent

Please note Foyle Hospice terms and conditions vary from Agenda for Change.

Job Purpose/Summary

To provide effective maintenance and upkeep to the six Foyle Hospice Retail Outlets and ensure compliance with all health and safety legislation in all of these premises. To be responsible for ensuring the maintenance and servicing of the Retail Outlet vehicles is undertaken. To collect and deliver goods to and from the Hospice, the Retail Outlets, members of the public and other agencies as directed.

Health and Safety Duties & Responsibilities

- Assist in ensuring a high standard of maintenance is provided to the five Foyle Hospice Retail Outlets, their fixtures, fittings and equipment at all times.
- Carry out minor electrical, plumbing and building maintenance repairs. For example; change light bulbs, replace tap washers, unblock sinks etc.
- Carry out painting and decorating as required.
- Undertake risk assessments as required.
- Carry out Legionella checks including taking water temperatures, flushing unused outlets and recording results etc.
- Be the nominated person for Fire Safety arrangements in all six Retail Outlets.
- Ensure all recommendations from the Annual Fire Risk Assessment are implemented within the relevant time frames.
- Ensure all Fire Safety records are up to date and available at each retail outlet
- Ensure all retail outlet staff and volunteers undergo annual Fire Training and Fire Drill.
- Undertake weekly Fire Alarm tests across the Retail Outlets.
- Undertake and record regular housekeeping checks to maintain good standards throughout the retail outlets.
- Ensure all maintenance checks and servicing of equipment is up to date and recorded.

Driving and Vehicle Maintenance Duties

- Ensure that all requests for collection and delivery are approached with care, efficiency and co-operation.
- Collect donated goods, including items of furniture, from members of the public's homes and deliver to various Retail locations following the Hospice procedures.
- Deliver purchased goods, including items of furniture, to the homes of members of the public following Hospice procedures.
- Move goods between the various retail outlets as required.
- Collect and dispose of rubbish from the Retail Outlets in accordance with Health and Safety legislation.
- Assist with management of clothing banks.
- Ensure all shop vehicles are maintained and serviced and ensure vehicles have up to date MOT certificates.
- Make sure that vehicle checks are performed daily before and after use and to report any issues.
- Be responsible for ensuring the van is refuelled, clean and tidy for use.
- Report any incidents, accidents, or near incidents to the Area Retail Manager as soon as possible, following the correct guidelines.
- Undertake house clearances as directed by the Area Shops Manager.

General Responsibilities

- Attend meetings on a regular basis with Line Manager.
- Attend monthly fundraising team meetings.

- Attend training courses as and when required at the request of the Area Shop Manager.
- Undertake any other tasks of an equal nature reasonably required by the Area Shop Manager.

This Job Description is not exhaustive. It is a guide and may be amended to meet the changing needs and/or requirements of the organisation at any time subject to discussion with the post holder.

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Criteria	Essential	Desirable	METHOD OF ASSESSMENT
Experience & Knowledge	• Full clean driving licence • Basic repair and maintenance skills • Thorough knowledge of Health and Safety Legislation • Knowledge of Risk Assessment • Minimum of 2 years' professional van driving experience, specifically involving the collection and delivery of heavy goods. Must be 25 years of age or older (due to insurance		Application Form Application Form Interview Interview Application Form

	requirements for operating Hospice vehicles). • Experience of working with the general public.		Application Form
Skills / Abilities	• Good communication skills. • Ability and enthusiasm to work as part of a team but must be able to work with minimum supervision. • Reliable – timekeeping and attendance. • Prepared to be flexible in respect of tasks and duties. • Customer Service Oriented		Interview Interview Interview Interview Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.