

## **Vacancy: Roundabout delivery driver**

Roundabout the furniture reuse charity located at the Blackminster Business Park near Evesham has a vacancy for a part time Delivery Driver

Since 1994 Roundabout has been working to alleviate poverty and eliminate discrimination through the provision of donated essential furniture items to those in financial need in the local area, during this period Roundabout has helped hundreds of individuals and families. As a result, hundreds of tonnes of reusable household items have been diverted from landfill along with reducing CO2 emissions associated with landfill.

In 2019 Roundabout was awarded the 'Queens award for voluntary service'

The successful candidate will contribute to the efficient processing of all logistical activities within the organisation in order to meet and exceed customer expectations.

### **Key Responsibilities:**

The Roundabout delivery driver is responsible for ensuring the roadworthiness and cleanliness of the delivery vehicle allocated to them.

The delivery driver is responsible for ensuring the timely collection and delivery of furniture items to predetermined clients, reviewing collection and delivery documentation and planning the most efficient routes prior to leaving the Roundabout base.

The delivery driver is responsible for the loading and unloading of the Roundabout delivery vehicles with furniture items to be delivered or collected in accordance with load securing best practice along with providing exceptional customer service to our clients.

The delivery driver will be required to carry out their duties in accordance with the Roundabout's Health and Safety policy, ensuring the safety of themselves, colleagues and the public.

The delivery driver is required to ensure all documentation is completed accurately and they are responsible for the security of any money collected from clients.

The Roundabout delivery driver is responsible for the well-being of any Roundabout volunteer(s) assigned to assist them with regard to the collection and delivery of furniture items.

This list of responsibilities is not definitive and the delivery driver will still be available for deployment with in the Roundabout charity when they are not engaged in collections or deliveries according to the Roundabout Manager's requirements.

### **Key Skills & Experience:**

Helpful, polite, approachable with a sense of pride and commitment with good interpersonal and communication skills. (Required)

To be able to act independently in order to make sound operational decisions. (Required)

Good time-management skills. (Required)

Driving licence category B, no more than 6 penalty points on the licence. (Required)

The role does entail the lifting of furniture and so the applicant must be physically fit. (Required)

Basic literacy, numeracy and elementary IT skills, good attention to detail, good administration skills. (Required)

Previous experience working as a delivery driver. (Preferred)

Proven ability to drive 3.5 tonne delivery vehicle. (Preferred)

Have previous experience and interest in furniture reuse. (\*Desired)

\* Training will be provided following appointment

Working hours: 30 hours per week .08:45-16:45 Monday to Thursday. Unpaid lunchbreak 13:00-13:30. Some flexibility may be required.

Salary: £8.91 per hour 23 A/L days per year. Generous staff discount on purchases

If you are interested in this position, please forward your CV and Cover letter. **If a cover letter is not submitted with the CV, the application will be rejected.**

Apply to 'The Manager'

Roundabout (West Midlands Ltd)

Unit 4

Blackminster Business Park

Evesham

WR11 7 RE

or

e-mail: [manager@roundaboutevesham.org.uk](mailto:manager@roundaboutevesham.org.uk)

Closing date 24/07/2021