

**Job Description**

**Job Title: Van Driver**

**Reports to: Regional Manager**

**Job Purpose**

To collect, load and deliver unwanted stock from customers across a wide range of product categories in a given geographical area supporting the delivery of sales and profit targets for a group of shops. Adhere to the Minds Matter mission and core values of the charity

**Key Responsibilities** Responsibilities include but are not limited to the following – See Section 2

* In conjunction with the Regional Manager, plans and organises the collection of bags sorting areas in a timely and safe manner
* Works closely with the Regional Manager to identify and develop opportunities for canvassing new sources to generate stock in order to increase availability and continuity of high quality merchandise for shops
* Ensures the movement of stock between shops is prioritised and actioned on time
* Organises the removal of large/non saleable items from the shop and disposes at a local refuge site including all recycled stock/materials
* Assists the shop staff with moving large item stock and organising the sales floor to display merchandise
* Ensures the highest levels of customer service, productivity and efficiency at all stages of collection and delivery of stock
* Prepares and completes all daily/weekly administration to the highest standard, accurately and on time, always adhering to Company Policies and Procedures
* Ensures all Security, Health and Safety policies and procedures are adhered to in order to comply with a safe and secure shop environment for staff ,customers and company assets
* Ensures regular maintenance and upkeep of company vehicle, legally compliant e.g. tax, MOT and service records, and that all precautions are taken for the security and safety of the vehicle. Minimum weekly interior and exterior cleaning of the vehicle
* Actively participates in two way communication sharing and exchanging relevant and appropriate information with the Regional Manager, Shop Managers and teams including Volunteers, Warehouse and Head Office personnel

**Section 2: Additional Responsibilities**

* Provides a general maintenance service in shops, organises the safe transport and transfer of fixtures and shop equipment between shops
* Assists the Regional Manager with shop openings, refits, refurbishments, closures and any other business development opportunities on the Region