

**Job Description**

**Job Title: Van Driver**

**Reports to: Shop Manager/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. Adhere to the Mind Retails mission and core values of the charity.

**Key Responsibilities**

Responsibilities include but are not limited to the following:-

* 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
* Whilst collecting and delivering stock ensure the highest levels of customer service, productivity and efficiency is remained at all times
* Plans and organises daily work load throughout the shop in a way that ensures efficient customer service and a profitable operation
* Works closely with the Shop Manager/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
* 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