



Key Volunteer Job Outline

Post: Delivery Driver

Working Hours: Mon-Fri Part-Time

Responsible to: Youth & Community Worker

Job Purpose:

Using your own vehicle you will collect and deliver grocery supplies from local supermarkets to The Base Community Centre, Leyland several times throughout each day. Reasonable expenses will be covered.

Key roles & responsibilities:

- Link worker between The Base and the organisations donating groceries and supplies to the community centre
- Doing multiple collections and deliveries daily within a 2 mile radius
- Ensure stock is safely loaded and unloaded

KEY – PERSON SPECIFICATION		
Volunteer Delivery Driver		
Personal attributes required (on the basis of the job outline)	Essential or Desirable	Identified by:
Qualifications		
Full Driving Licence	E	Application & certificates
Manual handling and lifting qualification	D	Application & Certificate
Knowledge and Abilities		
Positive, friendly and personable interacting well with different people	E	Application form/Interview
Adaptable to perform physical tasks including lifting and load	E	Application form/Interview
Health & Safety Knowledge	D	Application form/Interview
Ability to work on own initiative, prioritising own workload	E	Application form/Interview
Part of the Broadfield Community	D	Application form/Interview
Special requirements		
Willingness to work flexibly throughout the day	E	Application form/Interview
Use of own car	E	Application form/Interview
To gain a satisfactory enhanced DBS disclosure.	E	Application form/Interview

