**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

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| **KEY – PERSON SPECIFICATION** |
| **Volunteer Delivery Driver** |
| Personal attributes required (on the basis of the job outline) | EssentialorDesirable | 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 |
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