

RETAIL VAN DRIVER

VOLUNTEER ROLE DESCRIPTION



Location: Farnham/Beacon Centre

Hours: 09:00 – 17:00

Time commitment: Various Days

Purpose of role: Transporting stock between the Donation Centre and 19 Hospice shops and showrooms.

Key duties include:

- Carry out vehicle safety check before commencement of driving
- Load van from designated locations
- To move goods in accordance with safe moving and handling training
- Secure all loads safely for every journey
- To transport goods between various Hospice sites at times scheduled by the relevant Retail Manager
- Deliver stock to appropriate locations and empty van of any stock at end of delivery
- Ensure adequate fuel and oil levels are maintained and fuel receipts are handed in to the Donation Centre
- Maintain cleanliness of van and sanitising of common touchpoints.

Training and Support:

- Moving and Handling before starting and every three years ongoing (3hrs – mandatory)
- Hospice induction (optional)
- Shadowing with an experienced volunteer.

Special conditions:

- Over 21
- 2 x references
- Evidence of full driving licence
- Adherence to all current policies and procedures of the Hospice.

Knowledge, skills and abilities:

- Good driving skills
- Fit (this is a very physical role).