



Community Food Enterprise (CFE)

Job Description and Personal Specification

Job Title:	Driver/Delivery Person
Responsible to:	Warehouse Supervisor
Hours:	Upto 15 hours per week
Salary:	£10.75 per hour

Purpose of Job:

To provide an efficient and effective delivery, transfer and collection service to CFE's customers located throughout East London. Ensuring that the produce is transported safely and as per Warehouse Supervisor's instruction. Must have a sound knowledge of East London particularly, Newham, Tower Hamlets and Hackney

Main Task & Responsibilities

- 1.1 Responsible for driving related tasks including the delivery of produce to projects throughout East London.
- 1.2 Responsible for the collection of surplus produce from organisations as deemed necessary by Warehouse Supervisor.
- 1.3 Responsible for the delivery of produce to customers and working with/assisting volunteers to ensure smooth transfer of goods to the relevant customer.

- 1.4 Observing and following the Highway Code at all times.
- 1.5 Undertake daily vehicle inspection in accordance with the Daily Vehicle Checklist.
- 1.6 Undertake any other reasonable duties related to the business from time to time.

Personal Specification

2. Education/Experience/Skills

- 2.1 Full driving license.
- 2.2 Good interpersonal skills.

3. Knowledge

- 3.1 Good knowledge of packing and distributing perishable goods although not necessary as training will be given.
- 3.2 Understanding the need for confidentiality.
- 3.3 Knowledge of the East London Area.

4. Competencies

- 4.1 Manages time and prioritises work in an effective and productive way.
- 4.2 Able to maintain effective working relationships with all members of a hard working team and stakeholders.
- 4.3 Willing to undertake relevant training to improve performance within post.
- 4.4 Work well with others to achieve team goals, sharing information and supporting others.
- 4.5 Ability to organise own workload under pressure, whilst maintaining acceptable quality and achieving agreed targets as well as planning own routes.
- 4.6 Must be self motivated.

5. Other

5.1 Willingness to travel across sites

5.2 Ability to lift and carry sometimes heavy objects (no more than 25kg).

5.3 The ability to act in a professional manner at all times whilst at work.

5.4 Understanding and commitment to equal opportunities.