



## Job Description

# Delivery Driver/Depot Operative

This is a new post, fixed term 6 months

## About Cyrenians

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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### About FareShare

FareShare now operates 21 Regional Centres around the UK. We support 9,653 local charities and groups – our Community Food Members and Associates. Over the past year 16,992 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 772,000 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply. More information can be found on our website; <https://fareshare.org.uk/fareshare-centres/central-and-south-east-scotland/>

Cyrenians runs the Edinburgh FareShare operation from our Good Food depot in Leith - this covers Central and South East Scotland.

FareShare Central and South East Scotland redistributes quality surplus food to groups working with vulnerable people in and around Central and South East Scotland.

## **Purpose of the Role**

This role is about so much more than just driving: it's about sharing the FareShare mission that "no good food should go to waste". Your work will make sure that quality surplus food is helping feed people in need.

As a FareShare Depot Driver and operative for FareShare Central and South East Scotland you will collect and deliver food from and to our food partners across Edinburgh and the East of Scotland. You will also deliver food from our Regional Centre based at Jane Street, Leith, to our charity members within Edinburgh and the East of Scotland.

You will be the face of FareShare, being a regular point of contact with our local food partners and the charities receiving food (Community Food Members). In addition, you will also supervise volunteers who join you as van assistants.

You will also be an integral part of the depot team, carrying out duties in line with our FareShare Central and South East Scotland operations. You will be expected to receive, sort, pick and distribute surplus food coming through our depot every day; ensuring that food and non-food orders are made and ready for distribution and/or collection.

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## **2 Tasks and Responsibilities**

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- To load the van where required and check your van for roadworthiness
- To understand the schedule and route that has been planned and calculated for you
- Be ready to meet our food partners and charities when you collect or deliver food and or non-food
- Meet and greet your van team, where required, and ensure they are ready to join you for the selected route

On the road you will be representing FareShare and so you will:

- Drive safely, responsibly and within the law
- Be courteous to all road users

In the van you may be joined by volunteers wanting to support the FareShare mission to ensure no good food goes to waste.

Representing FareShare you will:

- Get to know your van team and respond to questions about FareShare's mission, the planned activities for the day, the food partners and charities you are to meet
- Be courteous and demonstrate FareShare's equality and diversity policy
- Take responsibility for the safety of volunteers who join you

At our food partners and charities you will:

- Greet the food partner or charity with a smile and get to know them by name
- Take care of the food you are collecting or delivering as if it were your own
- Complete all relevant paperwork and checks to ensure the safety of the food delivered or collected

On return to the FareShare Regional Centre based warehouse you will:

- Unload and clean the van ready for the next driver
- Report any incidents that may affect the vans roadworthiness
- Complete all paperwork relevant to the food collected or delivered

Like the supply of surplus food to FareShare no two shifts are the same. For most of the day you will be autonomous, collecting and delivering food, but with the support of depot team you will carry out other operation duties as needed, these include:

- Sorting and picking of food and non-food items
- Stock rotation and management, including updating our operational management system
- Receiving food and non-food orders from suppliers
- Ensuring depot cleanliness is maintained

Additional duties:

- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality and data protection; iii) all aspects of Health & Safety; and iv) equality of opportunity.
- Promote the work of Cyrenians, conveying a caring, professional image to all service users and stakeholders.
- Be flexible to fulfil the requirements of this position.
- Be willing to cover for colleagues where appropriate, and be resourceful in engaging the help of others when required.

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### **3 Person Specification**

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#### **Skills / Experience / Knowledge**

Experience of van driving of various sizes	Essential
Experience of working on own initiative, able to manage own workload and prioritise tasks to meet objectives	Essential
Experience of working in a team	Essential
Experience of multi drop deliveries	Desirable
Experience of working within a food distribution and/or warehousing operation	Desirable
Experience of working with people who have additional support needs	Desirable
Commitment to gain Level 2 Food Safety Qualification	Essential
Driver at least 25 years of age (this is a requirement for vehicle insurance)	Essential
Have held a full UK/EU/EEA driving licence for one year minimum with no more than 2 penalty points	Essential
Eligibility to work in the UK	Essential

## Values and attributes

<b>Safe and courteous driver</b>	Essential
Excellent communication skills	Essential
Able to take own initiative	Essential
Able to stay calm under pressure	Essential
Team player willing to adopt a flexible approach to daily tasks and activities	Essential
Commitment to Equality & Diversity ethos	Essential

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## 4 Terms & Conditions

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Employer:	Cyrenians
Accountability:	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
Line Manager:	Cyrenians Fareshare Service Manager
Reporting:	Report against work plan at regular support and supervision meetings
Liaison with:	Enterprise managers, staff and volunteers; Other Cyrenians staff; external stake holders incl. Fareshare and Hey Girls
Workplace:	Edinburgh-based: Jane Street, Leith
Working Hours:	Part time – 14 Hours
Annual Leave:	25 days plus 10 public holidays (pro rata)
Salary:	£8.75 per hour increasing to £9.00 per hour from 1 <sup>st</sup> April
Pension:	Auto enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%) Employer contributions to the Group Stakeholder Pension Scheme of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%).
Disclosure:	PVG membership is required
Duration:	This post is initially funded for a 6 month period

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## 5 Application Deadline and Interview Dates

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<u>Closing date:</u>	12 noon on 11 <sup>th</sup> March 2019
<u>Interview date:</u>	Week commencing 18 <sup>th</sup> March 2019
<u>Stage 2 date:</u>	Week commencing 25 <sup>th</sup> March 2019

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form.

Further information: [www.cyrenians.scot](http://www.cyrenians.scot)