JOB TITLE: Warehouse Assistant / Van Driver

Annual FTE salary: £15,200 based on 35 hour week**.**

Hours: Part-time 18 hours per week approx.

Rate of pay: £8.34 per hour

JOB PURPOSE:

The Warehouse Assistant / Van Driver is responsible for the collection of food as well as delivering to Luton Foodbank's distribution centres, partners and clients. The position will require someone who is physically fit and able to carry out manual work, with a commitment to equal opportunities, a non-judgemental attitude and an ability to work alongside volunteers and staff to provide food parcels to local people in need of support. The successful candidate will work to support the Warehouse Operative / Driver in other activities necessary to achieve the objectives of LUTON FOODBANK.

JOB DESCRIPTION

Job responsibilities include, but are not limited to, the following:

1. **Luton Foodbank distribution**

Helping with and supporting of the distribution process

Loading and unloading of the van

Immediately bringing to the attention of the Warehouse Operative / Van Driver any security, health and safety, or staff issues

2. **Driving the LUTON FOODBANK van**

Drive the Luton Foodbank van in support of Luton Foodbank services as required

Transport food parcels to distribution centres on a daily basis

Report any vehicle maintenance issues

Key Requirements

- Organisation skills
- Map reading and route planning
- Interpersonal skills
- Provide support to volunteers
- Customer service skills
- Current clean UK driving license

- Able to work flexible hours
- Knowledge of health and safety procedures

Personal Attributes:

- A non-judgemental attitude
- Commitment to equality, diversity and respect for all Luton Foodbank recipients, volunteers and partners regardless of background, religion, age, disability or sexual orientation.
- Willing to adapt to changing demands of the role
- Maximum flexibility
- Ability to maintain working relationships with staff and volunteers
- Able to carry out manual work in the warehouse
- Able to lift and move boxes of up to 20kg as a regular component of the role
- Honesty and integrity
- Willingness to undertake training

The successful candidate will work to the Warehouse Operative, Project Co-ordinator and Luton Foodbank Board.

The post is subject to and Enhanced CRB Check.

Annual Leave: 28 days pro rata