



Job Title:	Acorn Collections and Deliveries Driver & General Assistant	Reports to:	Reuse Team Leader
Division:	Acorn	Hours:	30 - 37.5 hours per week (negotiable)
Salary:	£16.54 per hour		

Job Purpose:

The primary purpose of this role is to drive Acorn company vans and collect and deliver items of furniture for the Reuse shop. Additional aspects may include assisting the in operational aspects of running our business units on the Acorn site, including accepting and unloading donations, restocking the shop, assisting in the Woodshack and/or plant nursery, and associated customer service.

Principal Accountabilities:

1. To follow a schedule of daily deliveries and collections going to addresses throughout the island.
2. Driving and parking the van to deliveries and collections.
3. Working in a team of 2, if not the driver, assist the driver with clear directions and assist with parking and directing the van safely.
4. To load and unload items safely onto the works vehicles using health and safety guidelines.
5. To provide excellent customer service representing Acorn.
6. To move small and large bulky items such as furniture around the warehouse/ shop floor when items have been collected.
7. To work in other areas of the Acorn site (e.g. Reuse, Woodshack, Nursery) as directed and when necessary for staff cover/changing priorities.
8. To work in partnership and as part of a team with clients (with disabilities and health conditions) attending work experience on site.
9. To ensure compliance with the Health and Safety at Work (Jersey) Law, 1989, and ensure any health and safety concerns are reported to a Reuse Supervisor, Line Manager or HR.
10. To assist with positively promoting and marketing the work and products of the reuse Centre scheme and the work of Acorn and The Jersey Employment Trust at all times.

Secondary Accountabilities:

1. To work as part of a team, attend and contribute to regular team meetings.
2. To undertake training within the Trust to develop the skills required to assist across our various Acorn business units.
3. To assist with the cover of other staff during times of leave and sickness.
4. Will require a basic police check.

Knowledge, Skills, Experience, Qualifications:

Essential Requirements:

1. A full clean driving licence.
2. Good island wide knowledge.
3. Have good all round practical and organisation skills.
4. Good customer service and communication skills
5. Ability to follow instructions and work within health and safety guidelines.
6. The role will involve heavy lifting of bulky items using lifting aids and other members of staff as appropriate.
7. It is essential that the post holder can demonstrate a flexible and positive attitude towards people with disabilities. Whilst it may be useful to have direct experience of working with people with disabilities, it is not an essential requirement.
8. The ability to work independently and on own initiative, as well as to work within a team.

Desirable Requirements:

1. Previous collections and deliveries experience.