

ACORN REUSE CENTRE

Job Title: Acorn Reuse Centre Assistant and Driver **Reports to:** ARC Team Leader

Division: La Collette/Acorn Enterprises **Hours:** 38 (to include working Saturdays and Sundays)

Part Time/Job Share
Considered

Salary: £10.77 per hour

Job Purpose:

To be responsible for the collection and delivery of Reuse items from private and commercial addresses in Jersey and from the donations site at La Colette and to transport Reuse items primarily to Acorn Enterprises. To assist the Reuse teams at La Colette and Acorn.

Principal Accountabilities:

1. To be responsible (with assistance) for picking up Reuse items from both private and commercial sites and the La Colette site and delivering items primarily to Acorn Enterprises in Trinity.
2. To assist with route planning the daily deliveries and collections.
3. To supervise the Driver's Assistant and any JET clients carrying out work experience for the deliveries and collections service.
4. To ensure items collected are uploaded and restrained correctly to prevent damage to persons and property. This involves the lifting and carrying of heavy and awkwardly shaped items (with assistance from lifting aids and other staff).
5. To represent the organisation in a professional manner when dealing with customers and businesses.
6. To use effective interpersonal and customer service skills to educate customers on items we can and cannot accept. To avoid accepting items that cannot be reused/sold at Acorn.
7. To complete any administration associated with deliveries and collections.
8. To clean the company vehicles and complete basic maintenance checks on a regular basis.
9. To meet and greet and receive goods from the public when covering at La Collette or Acorn Enterprises.
10. To assist with the cleaning, sorting and pricing of goods.

11. To move small and large bulky items such as furniture and electrical goods around the warehouse/ shop floor under the supervision of the ARC Supervisor.
12. To work safely and follow the health and safety policies and procedures of the ARC and to inform the ARC Supervisor of any risks you may identify.
13. 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.
14. To work as part of a team, attend and contribute to regular team meetings
15. To adhere to Department of Infrastructure and Acorn Health and Safety procedures whilst on sites.

Secondary Accountabilities:

1. To maintain and undertake administration required to ensure the efficient and smooth running of the service.
2. To ensure that all goods are catalogued on the database, given a unique identification number and weight and postcodes that are provided are entered correctly.
3. Where appropriate and following training and assessment, to carry out PAT / functional testing and basic repair of all electrical and other goods to the FRN (Furniture Reuse Network) Fit for Reuse standards.
4. To assist with the cover of other staff during times of leave and sickness

Knowledge, Skills, Experience, Qualifications:

Essential Requirements:

1. A full clean driving licence (MGV/HGV desirable).
2. Island wide geographical knowledge
3. Three years experience in a driving role
4. Applicants must be over 21 to comply with our insurance requirements.
5. Have good all round practical and organisation skills.
6. Good customer service and communication skills
7. Ability to follow instructions and work within health and safety guidelines.
8. Basic IT skills, to be reasonably proficient in the use of IT including data entry, email, word, excel.
9. The role will involve heavy lifting of bulky items.
10. 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.
11. The ability to work independently and on own initiative, as well as to work within a team.

12. Have the physical capability to adhere to the site evacuation procedure.

13. Will be required to complete an enhanced police check.

Desirable Requirements:

1. Ability or experience of working with electrical testing equipment.
2. Previous experience of repairing or recycling household items.
3. Knowledge of health and safety in the workplace.

January 2019