



## Job Description

**Post: Warehouse Operative / Van Driver**

**Responsible to: Starter Pack Depot Manager**

**Location: Mallusk (Northern Ireland)**

**Hours: 35 hours per week**

**Duration: Permanent subject to funding (currently annually)**

**Salary: Based on NJC Scale 4 point 11 £21,748**

**Benefits: 5% contributory pension scheme and access to Westfield Health Care. Homeless Connect also offers 25 days annual leave in addition to recognising 12 public/bank holidays**

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### Job Purpose

The post holder will be responsible for warehouse support and delivery services to the Starter Pack project. They will contribute to the smooth running of the warehouse in line with service user needs and Homeless Connect policies and procedures.

### Key tasks and responsibilities:

- Ensure the service is delivered in accordance with Homeless Connect policies and procedures.
- Ensure goods are checked in and out in accordance with warehouse system and records are accurately maintained and orders distributed correctly to recipient organisations.
- Drive a van to various collection and delivery points throughout Northern Ireland.
- Contribute to planning and implementation of warehouse operations and systems change.
- Cleaning and maintaining the warehouse to ensure a safe working environment.
- Assist with the development of volunteers within the warehouse as required.
- Comply with security and safety of the vehicle on site, on the road and in the warehouse, ensuring all vehicle checks are carried out so that vehicles are mechanically operational and roadworthy.
- Load and Unload vans safely.
- Carry out any other duties necessary in the light of the main purpose of the post.

## **General**

- **Carryout duties in line with the organisation's policy on equality and diversity.**
- **Contribute to a positive, supportive, and effective team working environment.**
- **Actively participate in supervision, appraisals, work planning and training as required.**
- **Undertake any other relevant duties as identified by the Starter Pack Manager/CEO.**

**The duties of the post will be subject to review in accordance with the needs of the organisation.**

## **Person specification**

### **Essential criteria**

**You must demonstrate the following:**

- **Experience of working in a warehouse, retail or similar environment, picking, sorting or assembling orders for collection or distribution.**
- **Have a clean driving licence and at least 6 months experience driving a van.**
- **Problem solver and competent decision maker.**
- **Ability to work within a small team and use own initiative.**
- **Good communication skills both written and verbal.**
- **Good organisational skills with the ability to prioritise.**
- **Knowledge of workplace Health & Safety.**

### **Desirable criteria**

- **Experience of taking responsibility for health and safety issues within a warehousing environment.**
- **Experience of contributing to planning, developing and implementing warehouse operations.**
- **Experience of volunteer support.**