

EFI Assistant – Van Driver

Details

Reporting to: EFI Manager/Warehouse Supervisor

Salary: £24,479 per annum (pro rata)

Service: 454 Gorgie Road, Edinburgh, EH11 2RN

About the Organisation:

Four Square Scotland is an Edinburgh charity working for more than 40 years to prevent homelessness and promote inclusion. We provide services directly to people who are homeless, or who are at risk of homelessness to overcome any barriers they may face in creating a stable life for themselves in their community. At the core of Four Square are the values upon which the organisation is based. These are equally applied to the people we support, our colleagues and our partners and are: Integrity; Excellence; Dignity; Support.

Alongside our support services we have social enterprises, which provide independent income for our charity as well as volunteering and training opportunities for those who use our services.

We are driven by our mission to ensure everyone has the opportunity to have a beautiful home and a place in their community.

Edinburgh Furniture Initiative:

Edinburgh Furniture Initiative is an established second-hand furniture store. Located in the centre of Edinburgh, EFI is one of Scotland's largest re-use social enterprises.

Operating as part of Four Square, a homeless charity, EFI provides an independent income stream for Four Square and operates with three main aims:

- to provide low-cost, high-quality furniture to people on low incomes.
- to provide employment and training opportunities for people who have been homeless or who are at risk of homelessness; and
- to promote the re-use economy and prevent usable goods going into landfill

The role:

There are a variety of roles within the job of EFI Assistant. In our charity it is important that people can help their colleagues out, when that is required, but also have the opportunity to develop into their own role. You will be appointed into a specific role, but there is an expectation that you can support the work of all EFI, to the best of your ability, and within reason, when necessary. Full training will be given in all roles.

Full job descriptions are set out below. There are a few terms you might not recognise in the job descriptions; these are explained below:

Revolve: we are accredited by Revolve, part of Zero Waste Scotland, which sets standards around quality assurance about the products we sell.

PAT: this stands for Portable Appliance Testing, and it is a test carried out on all electrical items to ensure they work and are safe.

EFI Assistant – Van Driver

This role is part of the driving team, you will support deliveries and collections of furniture. You'll work as part of a team of two, visiting donors' homes to collect donations and delivering purchases to customers' homes. You will also help support the people in our accommodation services with house moves; deliver replacement furniture to our hostels and flats; and help with waste management. This position is physically demanding and requires a good level of fitness. A full clean driving license and a minimum age of 25 is required.

Duties and responsibilities (this list is not exhaustive and other tasks may be required):

- Loading and unloading the van
- Drive safely and follow all laws of the road to ensure no breaches of the highway code.
- Keep the company vehicle clean and ensure it is well maintained, has fuel, oil and is ready to drive.
- Check donations to ensure they meet Revolve standards before accepting them;
- Properly use and maintain delivery equipment;
- Ensure use of banksman before parking.
- Ensuring strict health and safety protocols are maintained;
- Ensure PPE is worn at all times.
- Carry out daily van checks, record and inform supervisor of any defects.
- Follow pre planned route without deviation from set course unless needed, any changes should be reported to Supervisor.
- Feedback to colleagues any issues to improve our service;
- Work closely and communicate with your crew to ensure you lift and put down furniture correctly to prevent injury and prevent damage to stock;
- Support customers and provide information on what our charity is all about and what their donations and purchases support;

- Assemble and dis-assemble furniture paying particular attention to keeping all parts together and identifiable;
- Ensure the van has the most efficient route; is parked legally; and secured before it is left;
- Take directions from the shop warehouse staff to ensure furniture is put in the correct places to keep stock movement efficient.

The behaviours we expect, is someone who is able to

- Build positive relationships and thrive within a team environment.
- Be calm, responsible, and lawful whilst driving.
- Communicate clearly and positively with colleagues.
- Be friendly, helpful, and professional with customers.
- At all times act with Integrity, Excellence, Dignity and Support
- Be flexible to the needs of the organisation.
- Be enthusiastic and passionate when talking about our charity.
- Function effectively working under pressure, remaining calm, focused and driven at all times.