

<b>Job Title:</b>	Van Driver/Shop Assistant
<b>Reports to:</b>	Shop Supervisor/Assistant Shop Supervisor
<b>Job Location:</b>	Sean Mulvoy Road
<b>Contract Details</b>	6 months Fixed-Term contract – 22.5 hours/week over 3 days.
<b>Job Purpose:</b>	Working as a member of the Sean Mulvoy shop team to ensure a quality collection and delivery service associated with the shop. Working as a member of the retail team to ensure a quality experience for all customers.
<b>Main duties &amp; Responsibilities:</b>	<p><b><u>Van driver</u></b></p> <ul style="list-style-type: none"> <li>• Complete a daily check of the vehicle and complete the relevant documentation.</li> <li>• Load and unload the van.</li> <li>• Collect items being donated and deliver items sold in the shop to customers.</li> <li>• Review and plan out routes in advance in conjunction with the Line Manager, to maximise cost-efficiency and ensure collection and delivery deadlines are met.</li> <li>• Assess items being donated by the public and adhere to the organisation’s guidelines on standard of items for resale set out</li> <li>• Document and log work/rest periods and travel distances and retain fuel/toll receipts.</li> <li>• Maintain Galway Simon Community’s vehicle/assets and report any accidents, violations, or defects in the vehicle to the Line Manager.</li> <li>• Assist with the transportation requirements for Galway Simon Community events.</li> <li>• Ensure the vehicle and equipment are safe and secure at all times.</li> <li>• Comply with Galway Simon Community Safe Driving for Work policy and procedure.</li> </ul> <p><b><u>Sales Assistant</u></b></p> <ul style="list-style-type: none"> <li>• Organise the sorting of donated items for distribution and sale.</li> <li>• Price saleable items in line with the guidelines provided.</li> <li>• Operate the cash register and handle customer queries</li> <li>• Ensure that a high standard of service is provided to customers at all times</li> <li>• Ensure the shop and stockroom are kept clean and tidy at all times.</li> <li>• Participate in the cleaning rota for the shop and the facilities</li> <li>• Complete the end of day check list for the shop to ensure it is ready for business the following day</li> <li>• Ensure all money is lodged in the bank night safe (when task is assigned)</li> <li>• Report any customer complaints to Line Manager in a timely manner.</li> </ul>

	<p><b><u>Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with the Galway Simon Community Health and Safety policies and procedures.</li> <li>• Be vigilant in relation to Health Safety and Welfare risks in the workplace and bring concerns to the attention of the Line Manager or Health and Safety representative.</li> <li>• Use the PPE provided at all times in accordance with the organisations policies and procedures.</li> <li>• Follow the Galway Simon Community policy in relation to manual handling.</li> <li>• Ensure volunteers and other staff members assisting adhere to all health and safety procedures.</li> <li>• To act as an appointed First Aider.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Project a positive image of Galway Simon Community at all times.</li> <li>• Maintain confidentiality on all matters relating to the organisation and general Galway Simon Community business.</li> <li>• Adhere to all Galway Simon Community policies and procedures currently in operation.</li> <li>• Ensure effective communication through a range of means, with staff.</li> <li>• Attend staff meetings and any required training.</li> <li>• Work to Galway Simon Community values and ethos.</li> <li>• Work can occur during evenings and weekends.</li> </ul> <p>The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time to contribute to the development of the role</p>
<b>Person Specification</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Applicants must hold a clean driving licence to drive the requisite vehicle.</li> <li>• Have the capacity to use and read Sat-Nav systems.</li> <li>• Have a detailed knowledge of the rules and regulations of this form of driving.</li> <li>• No recent driving violations.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• A track record of reliability.</li> <li>• The ability to adapt to unexpected situations such as inclement weather or heavy traffic.</li> <li>• A reasonable degree of physical strength and fitness.</li> <li>• Flexibility to work evenings and weekends.</li> </ul>
<b>To Apply</b>	Applications using CV and cover letter must be submitted to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a> on closing date <b>2nd August 2021 by 5pm.</b>
All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.	
Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.	