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| **Job Title** | Van Driver/Storeperson |
| **Reports to** | Head of Housekeeping and Central Cleaning |

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| **Job Purpose** |
| You will help to ensure the smooth running of the Central Cleaning team by working closely with the Workforce Planner, Supervisors and Laundry Assistant Manager to ensure any PPE/Cleaning products and equipment are well stocked and available to the Cleaning teams at their various locations around the College, as required. |
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| **Key Tasks and Responsibilities** |
| * Drop off/collect cleaning equipment and products to/from various locations around the College, ensuring that any deliveries are left in the correct location along with a delivery note, when required * Assist with picking and packing orders * Taking in deliveries of stock from Bidfood, notifying management of short deliveries or damages * Complete weekly stock checks in the warehouse * Assist the Workforce Planner in preparing delivery notes * Loading and unloading the van * Ensure the Central Cleaners product collection area is well stocked * Collecting deliveries made to Security/School Office * Ensure the College van is kept in good order and clean at all times * Carry out daily vehicle checks to ensure the van is safe and roadworthy, ensuring any defects are reported immediately * Drive safely and follow all laws and rules of driving * General housekeeping duties to ensure the warehouse is kept tidy and easily accessible * Adhere to current Health and Safety legislation and best practice in accordance with the Colleges Health and Safety Policy Statement including manual handling * Attend as necessary any Health and Safety training including Health Surveillance * To undertake any other duties as may reasonably be required of you in the post * Commitment to equality, diversity & inclusion * Commitment to safeguarding and promoting the welfare of children |

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| **Skills and Competencies Required** |
| To be successful in this role you will need:   * Full Clean UK Driving Licence * Ability to communicate effectively with staff at all levels * Good level of literacy and numeracy * Good time management and organisational skills * Ability to follow schedules * Ability to work effectively on your own * Self-motivated and proactive * Customer Service * Sense of own initiative * Flexible approach to the role * Knowledge of MS packages   **Relevant qualifications and experience to do the job competently:**   * Previous experience within either a stores, warehouse or delivery driver role would be an advantage |