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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
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