



VAN DRIVER – Part time

Job Description

Since 1986 the CRRC has been helping sick, injured and unwanted pets. We have rescued and rehomed more than 25000 cats, kittens, rabbits and guinea pigs, and normally help around 1000 animals each year.

We are looking for a well organised and motivated van driver to pick up and deliver goods and furniture in an organised and efficient manner to our shops and animal centre. There may be some heavy lifting involved. Flexibility in your working week is essential.

Reporting Line

- The Van Driver reports directly to the Head of Retail

Responsibilities

- To ensure that the pick up and delivery of goods and furniture is done efficiently
- To ensure the safety of the vehicles being driven by carrying out daily checks
- To assist and participate in events at the animal centre
- To comply with Cat and Rabbit Rescue Centre procedures and policies.
- To maintain effective working relationships with managers, colleagues, paid staff, volunteers and community contacts in order to achieve business objectives and create a positive and happy atmosphere.
- To provide a courteous and helpful service to the public.
- To promote the work of the Charity to the general public.

Main Duties:

- To pick up and deliver goods and furniture to our charity shops and animal centre as required
- To manage your daily workload effectively and efficiently
- To be prepared to work in any of the Cat and Rabbit Rescue Centre charity shops outlets if and when required.
- To assist in other duties as they arise.

Person Specification

- Physically able to carry heavy boxes, furniture and bags of donated items. (For which training will be given)
- Good communication skills.
- Commitment to equal opportunities.
- Experience of dealing with the public.
- Experience of keeping records.
- A full clean driving licence

Hours of Work

Tuesday and Thursday 7.5 hours / day. Flexible start and finish times between 8am and 4:30pm. There will be a requirement to start earlier one day a week to take items to the recycling centre. Flexibility required to work extra days and additional hours per week as required. Salary is £8.91 / hour.