

Foodbank Collections and Distributions Driver

Job title:	Foodbank Collections and Distributions Driver
Location:	Dalgarno Trust community centre will be your main office location, but you will be required to conduct collections from other locations.
Hours:	14 hours per week (part-time)
Line management:	You will report to the Foodbank Manager at Dalgarno Trust
Salary:	£13.85 per hour

The Dalgarno Trust is a community centre based in the top north-west section of the Royal Borough of Kensington & Chelsea serving local residents including North Kensington residents and the wider community.

We are the only community centre in this location providing a range of services offering weekly activities, projects, and programmes that promote health, wellbeing, training, education, and inclusion for all ages.

We work in partnership with multiple voluntary and statutory providers including the Royal Borough of Kensington and Chelsea, Health, information and advice, delivering core services and an extensive youth programme.

Job Description

The below description is not definitive. The Dalgarno Trust, in consultation with the post holder, may vary the list of tasks and duties to the needs of the role and the identified development of service users the project seeks to support.

Please note this role is physically demanding, requiring manual handling in lifting multiple crates of food items. You will be driving a Luton van (training is provided) and will need to be confident in driving collection routes to meet designated pick up times. A clean driving licence is required. You will need a good command of English in order to maintain contacts with our food outlet partners.

KEY RESPONSIBILITIES

- Conduct collections for Foodbank from the following supermarkets on Wednesday evenings following collection of community transport van from Westway Community Transport.

- Marks and Spencer
- Sainsburys
- Getir
- Lidl
- And up to 20 other locations
- Manage weekly expenditure for foodbank purchases, ensuring we stay in budget and provide value for money.
- Conduct weekly shopping from wholesalers on Thursday mornings, demonstrating flexibility of thought where substitute items are required.
- Conduct weekly collection of ready meals from Sikh (Gurdwara) Temple.
- Act as an ambassador for Dalgarno Trust, promoting services and building positive relationships with service users, including partner organisations in the statutory voluntary and commercial sector.
- Work with the foodbank manager and other managers to ensure the Dalgarno Trust is fully compliant with all safeguarding and risk assessments.
- Ensure all operational policies, procedures and statutory regulations are implemented and observed.
- Support room bookings manager with premises hire, including setting up and clearing away.
- To be aware of developments within the external environment in relation to good practice, standards and any changes to food hygiene and health and safety.
- Provide reports as required for the Chief Executive and attend meetings as required.
- To provide support to the Dalgarno Team and their service delivery as requested, including but not limited to ordering provision for DYP and Health Programmes.
- Assisting services users with queries and working with the team to ensure a deliver a high level of service.
- To work flexibly and cooperatively with all colleagues and maintain effective and supportive working relationships with a wide range of the local community.

TEAMWORK

- To work flexibly and cooperatively with all colleagues and maintain effective and supportive working relationships with a wide range of the local community.
- Ensure staff understand and respect boundaries, in compliance with the Dalgarno Trust's code of conduct and the regulations within the Employees Handbook.
- Working with senior colleagues to help ensure the efficient and safe running of the centre.

DEVELOPMENT

- To develop and maintain all compulsory training required for the role.
- To undertake development activities as necessary and appropriate to the need of the service and role.

Person Specification

Essential/Desirable Criteria	
Education and training	
Good level of education to GCSE or above	Desirable
Evidence of continuous professional development	Desirable
Knowledge	
Knowledge of multi-racial inner-city environments	Essential
Understanding of the challenges facing deprived inner-city communities	Essential
Knowledge and understanding of the concept of confidentiality, information sharing and able to work effectively within relevant policies	Essential
Skills & Abilities	
Excellent organisational and administrative skills	Essential
Experience of delivering projects and managing small budgets	Essential
Manage time and resources and work under minimal supervision	Essential
Ability to work collaboratively with colleagues, organisations and a wide variety of people	Essential
Excellent interpersonal skills and ability to deal with and resolve conflict situations	Essential
Strong written and verbal communication skills including competence in English	Essential
Experience	
Experience of community work development	Desirable
Experience of working with diverse groups of people	Desirable
Experience of dealing with vulnerable adults	Desirable
Other Requirements	
Hold a full UK Driving License	Essential
Resilient: stays focused, works to deadlines, works well under pressure	Essential
Highly motivated and driven by positive values, ability to motivate others	Essential
Committed to the principles of equal opportunities and diversity	Essential