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SHAX, Merrick House, The Crichton,
Bankend Road, Dumfries DG1 4TA

SHAX is a Scottish Charitable Incorporated Organisation,
Charity Number SC042940.

DELIVERY DRIVER/WAREHOUSE ASSISTANT VACANCY

Job Title: Delivery Driver/Warehouse Assistant
Salary: National Minimum Wage
Duration: 52 weeks
Hours: 25 hours per week, Monday to Friday 9.30 - 4
Location: SHAX, Merrick House, The Crichton, Dumfries
Accountable to: The Social Enterprise Manager via the Sales & Warehouse Supervisor
Main working contacts: Other staff, our volunteers, customers and officers of partner agencies

Main purpose of post

To drive the SHAX van to collect donations and deliver sold goods

To undertake warehouse duties including stock control & storage, organising recycling, customer service & merchandising

Eligibility

This post is funded by Community Jobs Scotland. Applicants must complete a CJS eligibility form to confirm they can apply for this post.

Applicants must be unemployed, between 16 to 29 years and fit one of the following categories:

- care leavers/care experienced
- young people with convictions
- carers
- military service leavers (serving less than 6 years)
- disabled people or with long term health conditions
- homeless people (including temporary or unstable accommodation)
- person affected by drug misuse (i.e. alcohol, drugs)
- person with lower than SCQF level 5 qualification
- work programme completers who remain unemployed
- refugees with immigration status allowing them to undertake employment
- ethnic minority group

Key Tasks

1. Deliver sales and collect goods, planning the most fuel efficient routes
2. Work with warehouse assistants when on deliveries
3. Liaise with customers and those donating goods, ensuring we deliver excellent customer service
4. Undertake warehouse duties e.g. sort, clean and display stock deliveries
4. Any other duties commensurate to the post

Homemaking with the homeless, recycling household goods.

Person Specification

1. This job involves manual handling therefore the post holder must have a good level of fitness
2. **Must have a full driving licence (preferably clean)**
3. Ability to communicate/liaise with a wide range of people including our staff, volunteers and members of the public
4. Ability to work accurately with attention to detail

Additional Information

This post is funded by **Community Jobs Scotland** and is time limited to 52 weeks

All jobs are subject to change from time to time and this job description will be reviewed regularly

Any training needs will be provided in house or by an accredited training provider

This job description is a guide to work required and represents a range of responsibilities commensurate with the grade for the post

How to Apply

Please contact your JobCentre Plus or Skills Development Scotland advisor to complete Community Jobs Scotland application and eligibility forms.

Please return your completed forms to:

Joyce Harkness
Social Enterprise Manager
SHAX
Merrick House, The Crichton
Bankend Road
Dumfries
DG1 4TA