

## **Cover Delivery Driver Vacancy**

### **Job Description**

We're a small, but growing, workers' co-op committed to making healthy, hand made, real bread using traditional techniques and high quality ingredients. Our ethics and values are very important to us, and form a solid basis for our decision making. Our aims are to create a sustainable business model that will provide well for our workers as well as delivering high quality products to our customers.

We function as a co-op, with a flat management and flat wage structure - everyone's input is valued and all members and employees have the opportunity to influence the business. We collaborate with and support other businesses and organisations in our local community who care about others and the environment.

We are currently looking for a cover delivery driver to join our team. Days of work could include all weekdays and Saturdays.

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

### **Job purpose**

To deliver bread and cakes to customers of Leeds Bread Co-op.

### **Driver duties and responsibilities**

- Pack bread and cakes according to order sheet, including delivery notes and invoices where applicable.
- Plan delivery route, taking into account required delivery times and minimising mileage.
- Liaise with customers in the case of any issues (including subscription drop off points).
- Use initiative in sorting out any production or order errors to ensure customers get their bread.
- Ensure any messages are accurately passed on to appropriate members of staff of Leeds Bread Co-op.
- Collect payment for any cash on delivery orders.
- Sweep out crates, tidy up bakery and clean out van after deliveries.
- Any other tasks as requested, including running market stalls, additional cleaning tasks, helping with DIY at the bakery, and scope for increased delivery routes

## Person specification: Delivery Driver

### Skills

### Essential / Desirable

Good communication and listening skills	E
Ability to work independently and as part of a small team	E
Ability to manage time and workload effectively	E
Able to handle cash responsibly	E
Confident using sat nav systems	E
Good numeracy skills	D
Ability to work in a non-hierarchical team	D

### Knowledge

Knowledge of the Leeds area	D
Understanding of and support for the co-operative values	D

### Experience

Experience of driving a van	E
Experience of delivery work	D

### Personal qualities

Ability to work flexibly and at short notice	E
Able and willing to work early mornings	E
Observant and diligent; have good attention to detail and able to meet agreed standards	E
Open and conscientious attitude to work	E
Over 25 years of age (insurance on vehicle)	E
Willingness and ability to take part in making decisions with co-workers	E
Friendly and helpful attitude towards others (customers and co-workers)	E
Self-motivation and initiative	E

### Qualifications

Full, clean driving licence held for at least 2 years (insurance on vehicle)	E
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The role is approximately 80% driving and 20% packing/tidying up. Early mornings are an **essential** part of the work. Weekends may make up part of your working week.

Our cover driving is casual work and paid at £8.21 per hour plus holiday pay. We are looking for someone who is available to start as soon as possible.

Food is provided free of charge for all staff during working hours and you will have access to various other discounts and benefits. We are a Mindful Employer, committed to a positive approach to mental health and wellbeing in the workplace.

Applications for the role should be submitted to [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) and you will then be invited in for a short informal interview and trial shift.

If you have any further queries about the job please feel free to contact us by phone on 0113 2625155 or email us at [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop)

*Updated July 2019*