



## Cover Deliveries Driver

Leeds Bread Co-op was established in the summer of 2012 by 3 founder members, who were motivated to make great quality, delicious bread made with healthy, well sourced ingredients available to the people of Leeds, whilst creating an ethical and enjoyable workplace that provided good livelihoods to the workers.

Our aims as an enterprise are:

- ✦ To increase consumption, availability and knowledge of real bread.
- ✦ To provide an ethical and enjoyable livelihood and workplace to our employees.
- ✦ To be a community bakery grounded in our local Leeds community

## Job Description

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 ensure all products are delivered to customers accurately and in a timely manner and the bakery van/s are maintained. To cover ad-hoc Delivery shifts to support staffing during holiday or sickness absence. To work with the rest of the Deliveries Team in upholding the duties and responsibilities set out below.

### Deliveries Team duties and responsibilities

The main duties of the Deliveries Team include, but are not limited to:

- 📋 Plan and navigate efficient delivery routes as per required delivery times.
- 📋 Pack bakery products according to order sheet.
- 📋 Use initiative to sort out any production or order errors in order to best fulfil customer's orders.
- 📋 Safely and confidently drive the vans, and deliver goods (including paperwork) to customers.
- 📋 Liaise with customers and subscription drop-off points, and provide appropriate customer care.
- 📋 Clean down van and bakery at end of shift.
- 📋 Run LBC errands in van, including buying ingredients or other goods, as required.
- 📋 Maintain vans in clean, tidy and good working order, including doing routine maintenance tasks.

The delivery shifts start early, but also finish early! They are scheduled within the hours of 4.30am-12.30pm, Tuesday, Thursday, Friday and Saturday.

Cover Delivery Drivers generally work ad-hoc to help us cover shortfalls in staffing, for example when team members book annual leave/holiday, are unavailable to work or to cover sickness absence. We endeavour to notify Cover Delivery Drivers as far in advance as possible for available shifts, but due to the nature of cover required, we may contact you at short notice to arrange a cover shift.

At Leeds Bread Co-op we have a flat wage structure where all employees are paid **£12.00/hour**, including casual/non-contracted staff members.

### **Person specification: Cover Deliveries Driver**

<b><u>Skills</u></b>	<b>Essential / Desirable</b>
Good communication and listening skills	E
Ability to work independently and as part of a small team	E
Excellent punctuality and time-management skills	E
Able to handle cash/cards responsibly	E
Confident using sat nav systems	E
Ability to work under pressure and to meet deadlines	E
Ability to work in a non-hierarchical team and manage own workload effectively	E
Good numeracy and literacy skills	D
 <b><u>Knowledge</u></b>	
Clean and tidy with knowledge of food safety and hygiene	E
Knowledge of the Leeds area	D
Understanding of and support for the co-operative values	D
 <b><u>Experience</u></b>	
Driving a mid-sized van	E
Delivery work	D
Working with food or in a catering setting	D
 <b><u>Qualifications</u></b>	
Full, clean driving licence held for at least 2 years ( <b>insurance on vehicle</b> )	E

### **Personal qualities (cont)**

Ability to work flexibly and at short notice	E
Able and willing to work early mornings (ie. 4.30am)	E
Observant, diligent; good attention to detail and able to meet agreed standards	E
Open and conscientious attitude to work	E
25 years of age or over ( <b>insurance on vehicle</b> )	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

*Please see the Job Advert on our website for details of how to apply for this role.*