

Deliveries Team Member –

Fixed term 6 month contract



The Role

We are looking for a **Deliveries Driver** for **16 hours per week (worked over 2 days)**, for a **fixed-term contract of 6 months** (until 30th April 2025)

The main role of our Deliveries team is to accurately pack and deliver orders to our wholesale (business) customers in Leeds and the surrounding areas within a specific time frame, deliver home deliveries orders to individual customers in the local area and be a positive representative for the business while out on the round. Delivery rounds run from approximately 3.30/4.00am to midday on Tuesday, Thursday, Friday and Saturdays.

Our Delivery rounds are **very busy and physical shifts**, require excellent attention to detail, excellent time management, lifting heavy bags/crates in and out of the van, solving problems if they arise, a friendly attitude and excellent customer service.

We provide initial training with another member of our Deliveries team, however once training is completed, the shifts involve regular solo working so we're looking for someone who is a self-starter with strong independent working skills.

Experience driving a van is essential, and experience of deliveries/multiple drops is desirable.

Due to insurance requirements, you must be 25 years old or above and have held a full, clean driving licence for at least 2 years.

The role is approximately 70% driving and 30% packing & tidying up. **Early mornings (from 3.30am) are an essential part of the role.** Saturdays will make up part of your working week on an approximate fortnightly rotation.

We are looking for someone who is able to start as soon as possible/by mid-October 2024.

Please provide your CV and a covering letter detailing why you would make a great Delivery driver and how you meet the person specification (see below).

Please submit applications electronically to personnel@leedsbread.coop, or paper copies of applications can be submitted on our Bakery Shop during opening hours. Successful applications will be shortlisted for a short informal interview and trial delivery shift with one of our Deliveries team members.

If you have any further questions about the role, please feel free to contact us by phone on 0113 2625155 or by email on personnel@leedsbread.coop

Job Description

Job title: Deliveries Team Member

Salary: Part-time salary for the role is £9984.00 (based on 16 hours/week)

Hours: 16 hours/week:

- *2 shifts per week, either Tuesday, Thursday, Friday or Saturday (rota agreed ahead of time)*

Duration: 6 month fixed term, *with possibility of extension*

Holiday entitlement: 31 days (6.2 weeks) including bank holidays pro rata

Pension: 3% employer contribution

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, as well as outlines the main duties and responsibilities.

Team: Deliveries

- 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.
- Liaise with Operations & Sales team with any updates or communications from customers.
- Clean down van and bakery at end of shift.
- Run LBC errands in van, including laundry drop-off/collection and buying ingredients or other goods, as required.
- Maintain vans in clean, tidy and good working order, including doing routine maintenance tasks.

All Leeds Bread Co-op employees are expected to agree the following:

1. Open, honest and respectful communication, including listening to one another, responding promptly to communications on all workdays, and abiding by our Code of Conduct.
2. Understand each others duties and responsibilities and have a holistic view of the business.
3. Work with individual initiative, including managing and being accountable for own work.
4. Accept the evolutionary nature of collective organisations and that decisions and visions will change to meet the current needs of the members, co-op and wider society.
5. Understand and abide by the rules, policies and procedures of Leeds Bread Co-op.
6. Support the co-op to develop and thrive by seeking and undertaking training and personal development, and by giving and receiving feedback constructively.
7. Work collectively for the good of the co-op and its members.

Person specification: Deliveries Team Member

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
Confident using sat nav systems	E
Good numeracy skills	E
Ability to work in a non-hierarchical team	E
Qualifications	
Full, clean driving licence held for at least 2 years (insurance on vehicle)	E
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	E
Able and willing to work very 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