



**POSITION TITLE:** Van Driver/Store Person

**RESPONSIBLE TO:** Retail Sales and Service Manager

**FUNCTIONAL RELATIONSHIPS:** New Zealand Red Cross Staff and Members  
National Retail Staff  
General Public

**PRIMARY OBJECTIVE:**  
To ensure the smooth coordination of the weekly collections, deliveries and stock movement needs of Red Cross Shops.

**KEY RESPONSIBILITY AREAS:**

**Collections/ Deliveries**

- To ensure that the daily drivers run sheet is adhered to in a professional and timely manner.
- To ensure all donated goods are collected and delivered to shops in the same order as they were collected, adhering to the guidelines on quality.
- To ensure great customer service whilst dealing with the public and members.
- To ensure the timely delivery of stock for the existing and new shops as required.

**Stock Management**

- Assist with the coordination of incoming stock for processing; sorting, ticketing and distribution to local retail shops.
- Assist with maintenance of stock levels this includes liaising with the shop coordinator, for the timely delivery of stock.
- Assist with processing of stock where needed in a timely way adhering to guidelines on quality.

**Transfer Station/Rubbish**

- To ensure the safe and timely removal of rubbish from all stores and processing centre to the local dump.
- Where possible ensure all materials are recycled.

**Other Tasks**

- Monthly trips to outlying areas to collect donated goods.
- Ensure that Red Cross information is readily available to customers.
- Attend Retail Portfolio and Red Cross meetings as require.

## Health, Safety and Wellbeing

- Take responsibility for your personal health, safety and wellbeing and that of others, by not knowingly putting yourself or others at risk.
- Follow all safety and wellbeing procedures and instructions advised to you, and in particular requirements of the driving for NZRC Standard
- Report incidents, including near misses, promptly for investigation.
- Actively deal with and /or report unsafe practices, actions and / or conditions for prompt attention.
- Actively participate in the management of health, safety and wellbeing in your workplace and bring any concerns or suggestions to the attention of your manager and/ or health safety and wellbeing representative.

## DELEGATIONS:

### Staff Management

|   |     |
|---|-----|
| Number of direct reports                    | Nil |
| Number of staff reporting to direct reports | Nil |

### Delegations

|                                |     |
|--------------------------------|-----|
| Financial Delegations          | Nil |
| Employment Related Delegations | Nil |

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross. Any changes will be mutually agreed.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

## **PERSON SPECIFICATION:**

### **Qualifications/Work Experience**

- Experience with driving: a background in driving as a courier, truck driver, buses or similar would be helpful
- An interest in working with members of the public and members
- Physical strength - there will be heavy lifting involved in this role
- Excellent communication skills
- Good time management skills and ability to work under pressure
- Able to mix and work with a wide range of people

### **Experience/Competencies**

The appointee would be able to demonstrate:

- Experience/interest in working with volunteers
- Self-motivation and have a positive and friendly approach
- Ability to work efficiently with minimum supervision
- Ability to carry out physically demanding work including heavy lifting and manoeuvring
- Be prepared to work flexible hours, generally Monday to Friday. Some Saturday work may be required
- Be enthusiastic and have the commitment to work as a team member of Red Cross
- Empathy with humanitarian causes

A commitment to the Fundamental Principle of the International Red Cross Movement is imperative.

### **Travel**

A current full/clean motor vehicle driver's licence is essential. The appointee must be able to travel within the region for staff conferences and other Red Cross retail business as required.

### **APPROVED:**

|                       |                        |
|-----------------------|------------------------|
| Authorised signature: |                        |
| Name:                 | Anne Smith             |
| Position:             | GM, Corporate Services |
| Date:                 |                        |