**FareShare Glasgow and the West of Scotland**

**Driver and Depot Operative/s**

**Reporting to:** FareShare Glasgow Management Team

**Location:** Glasgow and the West of Scotland Depot

**Operating Hours:** Monday – Friday, 8am-5pm

Flexibility will be required

**Shift Pattern:** 35 hrs pw,

**Salary** £22,330 - £24,811 (It is Move On policy for candidates to start on point one of the salary scale).

**About FareShare**

FareShare now operates 21 Regional Centres around the UK. We support 10,542 local charities and groups – our Community Food Members and Associates. Over the past year 55,046 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 1,108,064 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply. More information can be found on our website <http://fareshare.org.uk/fareshare-centres/glasgow-west-of-scotland/>.

**FareShare Glasgow & the West of Scotland**

FareShare Glasgow & The West of Scotland redistributes quality surplus food to groups working with vulnerable people in and around Glasgow and the West of Scotland. We provide employability training including food hygiene, SQA Employability, health and safety, warehouse distribution and forklift and driver training. FareShare Glasgow & The West of Scotland supports hostels, day centres, lunch clubs, addiction agencies, young people’s projects and refugee centres. Serving meals is a way for organisations to directly engage with their service users and using FareShare food enables them to redirect funds into improving their own services.

FareShare Glasgow & The West of Scotland is run by Move On, a charity that believes we all need support at different times in our lives. For too many people a lack of opportunities is a barrier to reaching their full potential. We want to change that.

Our services offer everyone an equal chance to gain experience, skills and confidence, achieve personal goals and reach a brighter future. For one person that could be building the self-confidence to use public transport alone, for someone else it could be earning the qualifications they need to secure their first job.

Every day we support people in their next steps to live an independent and fulfilling life.

 **Purpose of the role**

This role is about so much more than just driving; it’s about sharing the FareShare mission that “no good food should go to waste”. Your work will make sure that quality surplus food is helping feed people in need.

As a FareShare Depot Driver and Operative for FareShare Glasgow you will collect and deliver food from and to our food partners across Glasgow and the West of Scotland, as well as deliver food from our Regional Centre based at South Street, to our charity members within Glasgow and the West. You will be the face of FareShare, being a regular point of contact with our local food partners, as well as our diverse range of member charities receiving food. In addition, you may also act as a host, supervising volunteers who may join you as assistants. You will also form an integral part of the depot team, carrying out duties in line with our FareShare Glasgow operations. You will be expected to receive, sort, pick and distribute surplus food coming through our depot daily.

You will be expected to ensure that food and non-food orders are made and ready for distribution and/or collection.

**Main responsibilities**

This role sits in the FareShare Operations Team and will have responsibility for collecting surplus food both on schedules and short notice. Your timely collection and delivery will ensure that more surplus food can be distributed on to charities and community groups.

* Support the Operations Manager and Food Co-ordination Team by collecting stock offered from the food industry and delivering it to Regional Centres in a timely fashion, communicating ETAs.
* To Load the vehicle where required and check your vehicle for roadworthiness
* To Understand the schedule and route that has been planned and calculated for you
* Be ready to meet our food partners and charities when you collect or deliver food and or non-food
* Feedback ideas for improving processes and operations linked to the provision of food.
* Slight flexibility with start and finish times as per need and driver regulations. Working hours will ordinarily be Monday to Friday 8am until 5pm each day weekend work may be required.
* You will ensure that you are following Move On’s and FareShare’s Health & Safety and Food Safety standards protocols to consistently ensure safe collection and delivery of the food.
* The successful candidate will work closely with the Operations Manager and depot teams to ensure our food partners receive excellent operational support and customer service.

On the road you will be representing FareShare and so you’ll:

* Drive safely, responsibly and within the law
* Be courteous to all road users
* Adhere to all laws and working time regulations e.g., payload limits

In the vehicle you may be joined by volunteers wanting to support the FareShare mission to ensure no good food goes to waste.

Representing FareShare you’ll:

* Get to know your work team and respond to questions about FareShare’s mission, the planned activities for the day, the food partners, and charities you are to meet
* Be courteous and demonstrate FareShare’s equality and diversity policy
* Take responsibility for the safety of volunteers who join you

At our food partners and charities, you’ll:

* Complete all relevant paperwork and checks to ensure the safety of the food delivered or collected
* Take care of the food you are collecting or delivering as if it were your own

On return to the FareShare Regional Centre based warehouse you’ll:

* Unload and clean the vehicle ready for the next for the next driver
* Report any incidents that may affect the vehicles roadworthiness
* Maintain records of collections and allocations e.g., provide paperwork and temperature readings to the warehouse manager on delivery.

Like the supply of surplus food to FareShare no two shifts are the same. For most of the day you will be autonomous, collecting and delivering food, but with the support of depot team you will carry out other operation duties as needed, these include;

* Sorting and picking of food and non-food items
* Stock rotation and management, including updating our operational management system
* Receiving food and non-food orders from suppliers
* Ensuring depot cleanliness is maintained

**Candidate Specifications**

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|  | **Essential** | **Desirable** |
| Qualifications  | * Driver age at least 25 years
	+ Full clean UK driving licence with at least a 7.5 Tonne / C1 class licence entitlement
	+ A valid DQC (CPC card) and digital tachograph card
* Physically capable as heavy lifting will be involved
* Minimum 1 years’ experience as a 7.5 tonne driver or above

Eligibility to work in UK* Commitment to gain Level 2 Food Safety Qualification
 | * Have held a full UK / EU / EEA driving licence for three years minimum with no more than 3 penalty points
* Level 2 Food Safety Qualification
* Forklift Licence
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| Experience & Knowledge   | Experience of working in a team with evidence of demonstrating a flexible approach to team working * Health and Safety aware
* Experience of van driving or various sizes
* Experience of using Sat Nav to navigate & plan routes
* Experience of working on own initiative, able to manage own workload and prioritise tasks to meet objectives
 | * Experience of multi-drop deliveries
* Experience of working within a food distribution and/or warehousing operation
* Experience of working with people who may have additional support needs
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| Skills, Abilities and Attributes   | * Safe and courteous driver
* Strong customer service and communication skills

Must possess a positive and professional attitude* Able to take initiative and use common sense
* Can stay clam under pressure
* Team player willing to adopt a flexible approach to daily tasks and activities
* Commitment to FareShare’s Equality & Diversity ethos
* Prompt and works independently
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