

Culture Perth and Kinross

Job Profile

Job Title:	Casual Van Driver
Section:	Libraries and Information Services
Salary:	£8.75 per hour
Location:	Based at AK Bell Library, Perth
Reports to:	Information Librarian
Responsible for:	N/A

To drive the delivery van and provide holiday and absence cover for the regular van driver; be responsible for the safety and maintenance of the vehicle; to pack, load and deliver boxes, trays and other resources in an organised, secure and safe manner. To be a reliable and safe driver.

Main Accountabilities

- To drive delivery vehicles safely and ensure they are safe and well maintained.
- To assist in stock maintenance including selecting items for withdrawal and exchange.
- To ensure that all routine procedures are carried out efficiently and effectively including shelving.
- To promote good Health and Safety practice. Keep work areas tidy at all times.
- To maintain the delivery vehicles in a clean and tidy manner both internally and externally to include valeting interior and cleaning exterior.
- To maintain the delivery vehicles in a safe, roadworthy condition to include required daily checks and a general awareness of health and safety issues.
- To liaise with the Perth & Kinross Council garage as necessary.
- To maintain all appropriate paperwork relating to delivery vehicles.
- To ensure the security of the vehicle at all times.
- Assist Information Librarian and Support Services team as required and directed.
- There may be a requirement to work the occasional Saturday.

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post.

Job Specific Requirements

<p>Knowledge & Experience</p> <p>Essential</p> <ul style="list-style-type: none"> • A good general education. • An understanding and evidence of the provision of excellent customer care. • Ability to cope with significant manual handling duties. • A clean current full UK driving licence. <p>Desirable</p> <ul style="list-style-type: none"> • You have a clean C1 category driving licence. • 2 Higher Grades and 5 Standard grades or equivalent. • ECDL or other IT qualification; knowledge of Microsoft Office: experience of using the Internet; knowledge of automated systems; experience of computer based systems in a work environment.
<p>Customer Care</p> <p>You must be responsive to the needs of all customers. You must be able to handle enquiries in an efficient and courteous manner.</p>
<p>Health & Safety</p> <p>You must be able to cope with the demands of the job and attend on a regular basis. You must take personal responsibility for good Health and Safety practice.</p>
<p>Equality & Dignity at Work</p> <p>You must treat all customers with the same degree of respect and courtesy in accordance with CPK's policies on equalities and dignity at work.</p>
<p>Communications</p> <p>It is essential that you have good communication skills both written and oral; be literate and numerate; and have excellent interpersonal skills. You should also have good keyboard skills, be accurate and give attention to detail.</p>
<p>Flexibility</p> <p>You must be flexible in approach to workload.</p>
<p>Achievement of Results</p> <p>An ability to manage your own workload, according to agreed procedures and deal with routine tasks in a conscientious, manner would be desirable.</p>
<p>Quality</p> <p>You should be able to reflect on your working practice.</p>
<p>Team Working</p> <p>You must be a team worker.</p>
<p>Any Additional Requirements</p> <p>You must have a friendly, outgoing personality, and be diplomatic, adaptable and hard working. You also need to be fit enough to cope with the physical demands of this job, which includes considerable manual handling. An enthusiastic, discrete, calm personality would be an advantage.</p>