

SARA LEE TRADING COMPANY



PERSON SPECIFICATION BANK / PART-TIME VAN DRIVER

	Essential	Desirable
PHYSICAL		
Able to carry out lifting and manual handling on a regular basis throughout the day	✓	
EXPERIENCE		
Van driving experience collecting and delivering goods	✓	
Experience of driving a Luton type van with tail lift		✓
Experience of driving to multi sites against tight schedules and completing corresponding paperwork	✓	
Experience of working for or volunteering within a Charity		✓
SKILLS		
Flexibility and ability to work under own initiative	✓	
Good team player	✓	
Ability to work to tight time schedules	✓	
Well organised and able to adapt and prioritise to changing circumstances	✓	
KNOWLEDGE & UNDERSTANDING		
Good knowledge of the local area		✓
Knowledge of Health & Safety legislation and the practical implementation within the scope of the role	✓	
An understanding of the statutory requirements for second-hand trading		✓
PERSONAL ATTRIBUTES & ABILITIES		
Commitment and conscientious approach to work	✓	
A friendly and helpful manner	✓	
Trustworthy and honest	✓	
Non-judgmental outlook with the ability to communicate effectively with a diverse range of people	✓	
Flexible and adaptable with a sense of humour	✓	
OTHER		
Car owner/driver with clean driving record and full UK driving licence	✓	
Demonstrate an interest in & commitment to the mission and values of The Sara Lee Trust	✓	

