St Vincent de Paul Society VICTORIA good works

POSITION DESCRIPTION

Position Title:	Driver
Location:	Altona
Reporting to:	Logistics Team Leader
Direct Reports:	None

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society's members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the Vincent Care Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated 'members'; all who volunteer their time to undertake a range of community support activities at a local level ('conference'), semi-regional level ('regional'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

OUR CHILD SAFTEY COMMITMENT

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

PURPOSE OF ROLE

Vinnies transport is an essential component in supporting our retail shops, the major functions performed by Vinnies Transport are the collection, sorting, distribution of donations.
The role of a Driver is to collect donated goods from various locations and support our Shop network through the removal and delivery of goods as directed by your Line Manager.
Drivers are expected to always have a total commitment to safe operating practices and high levels of customer service.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Driving	• Drive to and from destinations in a safe, courteous and timely manner. • Commitment to a zero alcohol, drugs, and other substances • Report any incidents and/or near misses. • Must use FOB prior to Driving vehicle • Complete a daily vehicle check prior to driving.
OH&S	• Comply with, and support the Society's OH&S policies • Actively support the Society's commitment to zero tolerance of inappropriate workplace practices • Report any non-safe work practices. • Operate all supplied equipment in a safe manner. i.e.: Tail Lifts, safety cones. • Ensure any vehicle issues are correctly reported in the teams' page as trained in a timely manner. • Communicate clearly to jockey' if supplied' to ensure tasks are completed safely.
Customer Service	• Represent the Society in a courteous, respectful, and professional manner at all times. • Neat and tidy presentation

Collections & Deliveries	• Collect and deliver donations from various locations and supporting our shops daily operations by assisting with the delivery and removal of goods as directed by Logistics Team Leader or Logistics Manager. • Complete all Teams forms / apps required as part of this role • Loading and unloading as per safe work practices – in particular, see *Hazardous Manual Handling Policy* as well as other the Society and OH&S policies • Follow the trained procedures in Cage movements into and out of Shops, Businesses and Warehouses.
Vehicle maintenance	• Complete Daily vehicle check list, report any urgent concerns to Team Leader or list basic issues using the reporting app (Teams page) • Strict adherence to the Society and OH&S policies at all times. • Book all truck services and vehicle issues in a timely manner through Teams APP • Ensure you follow correct parking practices at all times and if unsure where to Park contact your line Manager for direction. • To maintain a clean workspace including the inside and outside of the truck and to request allocated time to wash your truck if unable to do so within the normal working day.
People and Culture	• Foster cooperative relationships with team members, staff, management and volunteers and other agents of the Society • To uphold the ethics and spirit of the Society. • Actively support the Society's commitment of zero tolerance of inappropriate workplace practices.

INHERENT PHYSICAL REQUIREMENTS

Activity	Frequency			
	Rarely	Sometimes	Often	Always
Driving – Metro / Regional, long distances may be covered			x	
Loading / Unloading Roll cages – up to 200kg cages when fully loaded using the tailgate. Push / Pull / Manipulate 15kg when empty.				x
Loading / Unloading – Boxes/ bags to 20kg Lift / Carry		x		
Loading / Unloading – Furniture – chairs / beds / couches / wardrobes		x		
Loading / Unloading – Empty donation bin Repetitive lifting of light bags in an enclosed space		x		
Furniture Removal – Negotiate stairs with furniture	x			

DRUG & ALCOHOL RESTRICTIONS

- Must not drive under the influence of drugs, including prescribed drugs which may affect their driving
- Must be compliant with a zero alcohol limit

KEY SELECTION CRITERIA

Experience - preferred

- Driving and loading and unloading of trucks
- Customer service
- Multi drop experience preferred/ but not essential

Attributes

- Honesty and integrity
- Reliability
- Empathy and understanding of the St Vincent de Paul Society
- Professional - in personal presentation and communication

Qualifications - essential

- Current Victorian Drivers Licence – MR

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.