

Northumberland County Council

JOB DESCRIPTION

Post Title: JELS Warehouse Person/Driver		Director/Service: Cath McEvoy Carr / JELS		Office Use
Band: 4		Sector: ASC		JE ref: 3849
Responsible to: Line Manager		Date: November 2021	HRMS ref:	
Job Purpose: The primary role of a JELS Warehouse Driver is to carry out various activities within our warehouse and when required to drive a van and collect, load/unload and transport equipment to and from Client's homes, residential homes and hospitals. Also ensuring that rehabilitation equipment is received, cleaned and issued effectively and efficiently.				
Job Context:				
Resources	Staff	None.		
	Finance	None.		
	Physical	Regular handling of a wide range of equipment and driving vans. Moving and handling stock and processing information. Careful use of PC systems.		
	Clients	Will be required to visit service client's homes delivering and collecting rehabilitation equipment.		
Duties and key result areas: Undertaken individually or as part of a team, these are examples of some of the duties that may be expected to be undertaken by the post holder. The post holder will be supported with both on and off the job apprenticeship training to develop the necessary skills to complete the following responsibilities:				
<ul style="list-style-type: none">• Various activities within our warehouse including taking in deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading equipment for dispatch, maintaining stock records and documentation and cleaning of equipment.• Use a range of warehouse equipment, e.g. fork lift.• Drive vehicles including Luton bodied vans with tail lifts.• To collect and deliver, load/unload and transport equipment to and from Client's homes, residential homes and hospitals.• To ensure rehabilitation equipment is received, decontaminated, cleaned, and issued effectively and efficiently.• To carry out the servicing and repair of electrical and mechanical equipment in accordance with manufacturers manuals, and, to ensure appropriate recording in accordance with PUWER & LOLER regulations.• To perform electrical safety testing to all electrical equipment in accordance with Portable.• Appliance Test (PAT) regulations and to maintain accurate records.• To work in a safe manner with due regard to Health & Safety and Infection Control policies and guidance.• To undertake appropriate training to be able to continue with the servicing and maintenance of new and existing equipment.• To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.• Enter data into hand held scanners, spreadsheets, databases and other electronic information systems, e.g. ELMs and extract and distribute information as directed ensuring accuracy and confidentiality.				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:		Activities normally undertaken in a standing position with some walking, bending/stretching and regular need to lift or carry.		

Transport requirements:	Driving Luton body vans with tail lifts.
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.
Working conditions:	Occasional exposure to disagreeable, unpleasant, or hazardous conditions.

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PERSON SPECIFICATION

POST: JELS Warehouse Driver Apprentice	SERVICE: JELS	Ref: 2658
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> NVQ2 level of knowledge or equivalent knowledge and / or experience of electrical and mechanical equipment Full clean driving licence 	<ul style="list-style-type: none"> 3 or more GCSE's (or equivalent) including Maths and English 	(a), (i)
Experience		
<ul style="list-style-type: none"> Warehousing experience Mechanical / electrical knowledge and use of small hand and powered tools 	<ul style="list-style-type: none"> Home deliveries Good knowledge of towns and villages in Northumberland Knowledge of rehabilitation equipment 	(a), (i)
Skills and competencies		
<ul style="list-style-type: none"> Good numeracy and literacy skills. Full driving license Basic computer skills 		(a), (i)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Activities normally undertaken in a standing position with some walking, bending/stretching and regular need to lift or carry. 		(a), (i)
Motivation		
<ul style="list-style-type: none"> Demonstrates integrity and upholds values and principles. Can use own initiative Reliable and ability to work flexible hours with good time keeping Promotes equal opportunities and diversity in all aspects of work. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude. 		(a), (i)
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits