

PERSON SPECIFICATION



Job title: Driver and Sales Assistant

Department: Retail

Responsible to: Furniture Store Manager

Grade: SG1

Job Purpose

This role requires the highest standard of customer service whilst providing the collection and delivery of furniture items, along with the ability to provide safe and experienced driving skills.

The safety and upkeep of the vehicles that are driven is also an important responsibility of this role.

Requirements	Essential	Desirable	Evidence
Education/Qualifications	Education to GCSE or equivalent standard.		CV / Application Form Certificates
Previous Experience	Experience in a customer-oriented role.	Driving vans or lorries. Delivery of removals background. Retail experience.	CV / Application Form Interview References
Skills, Knowledge, Abilities	Excellent driving skills with ability to drive 3.5 tonne box van (manual). Physically fit and strong with the ability to work with colleagues and volunteers to move furniture items in a safe and methodical way. Work without supervision. Be able to communicate with people from a wider range of backgrounds. A good standard of written and oral communication.	Vehicle logistics. Understanding of vehicle mechanics. Knowledge of legal furniture legislation. Knowledge of value of furniture items.	CV / Application Form Interview References

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	<p>Ability to prioritise workloads.</p> <p>Flexibility and ability to work on the weekends and bank holidays.</p> <p>Ability to risk assess removals.</p>		
Attitude, Aptitudes & Personal Characteristics	<p>Polite and courteous.</p> <p>Team working.</p> <p>Physical fitness.</p> <p>Highly flexible to working arrangements.</p> <p>Cheerful and outgoing.</p> <p>Reliable and hard working.</p>	Drive and enthusiasm.	Interview References
Other requirements (e.g., on-call/driving licence/shifts)	Full UK driving licence.		

Reviewed by:	Colin Tanner, Retail Business Manager	Date:	July 2024
Signed by employee:		Date:	