



POSITION DESCRIPTION - Schedule 1

Position Title:	Driver
Reporting to:	Transport Team Leader

ORGANISATIONAL CONTEXT

Our Mission

The St Vincent de Paul 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 Vision

The St Vincent de Paul 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 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

St Vincent de Paul Society serves in over 145 countries around the world. In Australia, the organisation has provided practical assistance, support and friendship, and has advocated on behalf of communities since its establishment in 1854.

Today, our members, volunteers and employees work together to provide a range of services, supports and programs including: material aid, referrals and linkages to other organisations, advocacy, friendship to people living with a mental illness, opportunities for young people and meals to people in need via our Soup Vans. The organisation also operates retail shops, commonly called 'Vinnies', that raise much needed funds to support households and communities in need. Annually, the organisation assists over half a million people.

PURPOSE OF ROLE

Vinnies transport is an essential component of the network of Vinnies Centres of Charity. The major functions performed by Vinnies Transport are the collection, sorting, storage and distribution of donations. The role of Driver is to collect donated goods from public homes, business and SVDP donation bins and deliver to storage and/or assistance recipients as directed by the Manager.

The Driver is also expected to have a total commitment to safe operating practices at all times and high levels of customer service with all contacts.

KEY ACCOUNTABILITIES

1. Driving	<ul style="list-style-type: none"> • Drive to and from destinations in a safe, courteous and timely manner • Supervise Jockey • Commitment to a zero alcohol, drugs and other substances • Report any incidents or near misses
2. OH&S	<ul style="list-style-type: none"> • Comply 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.
3. Customer Service	<ul style="list-style-type: none"> • Represent the Society in a courteous, respectful and professional manner at all times. • Neat and tidy presentation
4. Collections & Deliveries	<ul style="list-style-type: none"> • Collect and deliver donations from private homes, corporations and donation bins as directed by Team Leader. • 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
5. Vehicle maintenance	<ul style="list-style-type: none"> • Complete Daily vehicle check list, report any concerns to Team Leader • Strict adherence to the Society and OH&S policies at all times.
6. People and Culture	<ul style="list-style-type: none"> • Foster cooperative relationships with team members, staff, management and volunteers and other agents of the Society. • To uphold the ethos 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 – up to 120kg cages when fully loaded using the tailgate working in two's. Push / Pull / Manipulate 15kg when empty.				x
Loading / Unloading – up to 105kg bales Roll / pull / push		x		
Loading / Unloading – up to 20kg bags Lift / Carry / Drag				x
Loading / Unloading – Boxes 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 – chairs / beds / couches / wardrobes		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
- Training of new team members

Attributes

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

Qualifications - essential

- Current Victorian Drivers Licence – LR or MR

This 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.