Position Description

Van Driver

Mission

We walk with people across the generations to create together places to live, learn, and thrive. We call out injustice and advocate for positive social change.

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

Our Van Drivers provide an essential service to Presbyterian Support Otago by ensuring a smooth linen service in Dunedin between our residential aged care facilities.

Primary Objectives

- To provide the efficient movement of all dirty and clean laundry within the greater Dunedin area.
- To assist with the efficient movement of all goods and clothing for Op Shop Social, the residential facilities, and Support Centre when required and any other duties deemed necessary by the Procurement Manager
- To provide a safe and clean working environment.

Accountability	Expected Outcomes / Key Performance Indicators
Linen Delivery Service	• Uplifting dirty laundry from St Andrews, Taieri Court and Support Centre at scheduled times. • Delivering all dirty laundry to Ross Home laundry at scheduled times. • Delivering all clean laundry to St Andrews, Taieri Court and Support Centre at scheduled times.
Other Delivery Service – under the direction of Procurement Manager Additional Delivery Support Services	• Assisting with approved collection and delivery requests for organisational services. • Undertaking any other requests in relation to the collection of donated goods for the Opshop Social Manager. Collecting specimens from Rest Homes and delivering to the appropriate testing provider.

	• Undertaking other authorised delivery tasks relevant to operational requirements and within the scope of the role. • Perform other delivery services when directed and when time permits (e.g., for Foodbank).
Safety and Clean Working Environment	• Ensuring adequate upkeep of the van, which includes Warrant of Fitness, regular service and garaging. • Maintaining the van's cleanliness according to documented procedures. • Compliance with Support's Infection Control Policy and Programme. • Meeting the requirements of Support's Health and Safety Policy and Programme. • Participating in the Quality Assurance Programme. • Observing security procedures.
Expectations of all PSO Employees	
Communications / Interpersonal relationships	• Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	• Active engagement with the personal development review process. • Personal and professional development goals and objectives are established. • Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	• Make recommendations for improvement to services, work practices and/or workflow.
Health and Safety *PSO is committed to achieving the highest level of health and safety for its staff, and everyone has health and safety responsibilities.*	• Actively support and comply with H&S policy and procedures. • All employees are expected to identify, report and, where appropriate, resolve issues that may cause harm to themselves or others in the organisation. • All staff are expected to contribute to a safe workplace by raising concerns early with their colleagues, thanking those that raise concerns with them and speaking up when they notice something that might lead to abuse or neglect of those in our care. • You are expected to work safely and to actively participate in health and safety programmes in your work area.

	• All accidents or potential hazards must be reported to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi *PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.*	• As an employee, you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.

Relationships

Reports to: Procurement Manager	**Direct Reports:** Nil
Internal Relationships: PSO Residential Managers PSO Retail Staff All other PSO Staff	**External Relationships:** Donors of Goods

Person Specifications

Qualifications/Skills

- Clean / Full Driver's licence
- Advanced Driving Skills, with the ability to reverse a covered trailer.

Experience/ Knowledge

- Experienced in working to deadlines.
- Experienced in delivery driving would be an advantage.
- Experience in a customer service environment

Personal Qualities

- Good physical fitness
- Ability to cope with multiple demands and ability to re-prioritise the day.
- Sense of humour

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting and other reaching.

Working Together

Our Work

- **We are person centred in our organisation.**
- **We strive always to do better, to work hard and to the best of our ability.**
- **Each person knows they make a difference and they feel valued because of this.**

Our Organisation

- **We are committed to delivering on the organisation direction and values.**
- **We are responsible and accountable for our actions and behaviours.**
- **We are committed to positive, proactive leadership.**

- **Each person is empowered to succeed, with the orientation and ongoing support needed.**
- **Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.**

Our Team

- **We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.**
- **We hold each other accountable by giving and receiving constructive feedback.**
- **Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.**
- **We affirm each person as a valued member of the team by giving each other positive reinforcement.**

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.