

## POSITION DESCRIPTION – CASUAL DRIVER

### 1.1 OVERVIEW OF ROLE

**POSITION TITLE:** Casual Driver

**REPORTS TO:** General Manager

**POSITION SUMMARY:**

The Casual Driver provides logistics and delivery services for the Dandelion Support Network to assist with deliveries to social welfare partners and pick up of donations from donors.

### 1.2 KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	TASKS
Logistics	<ul style="list-style-type: none"> <li>Using online booking data to coordinate deliveries and pick ups for set areas</li> <li>Determining weekly rotation of LGAs for deliveries/pick ups</li> <li>Liaising with customers to clarify questions</li> <li>Managing numbers of deliveries and pick ups within an area to maximise income</li> <li>Preparation of weekly reports for General Manager</li> </ul>
Transport	<ul style="list-style-type: none"> <li>Delivery of items 2-3 days a week depending on need to referral partners from the Greater Sydney area</li> <li>Collection of donated items from donors and delivery to Dandelion as required</li> <li>Collection of items stored in an offsite warehouse in Kirrawee and delivery to Dandelion as required</li> <li>Collection of donations from our offsite donation points in Castle Hill, Manley and Maroubra and our partner Mummies Paying it Forward, located in Rozelle, as needed.</li> </ul>

### 1.3 SKILLS AND ATTRIBUTES REQUIRED TO PERFORM THIS ROLE

ITEM	DETAILS
Experience	<ul style="list-style-type: none"> <li>Previous Driving and logistics experience</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Strong written &amp; verbal communication skills</li> <li>Strong general administration skills</li> <li>Customer Service Skills and approach to work</li> <li>Advanced computer skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to manage competing priorities</li> <li>• Understanding of a not-for-profit organisation</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• High level of energy and enthusiasm</li> <li>• Initiative and innovative thinking style</li> <li>• Analytical approach to problem solving</li> <li>• Flexibility and ability to work in busy and varied environment</li> <li>• Ability to work independently and as part of a team</li> </ul>
Essential Attributes	<ul style="list-style-type: none"> <li>• Valid Australian Drivers Licence</li> <li>• ABN required</li> </ul>
COVID-19 Vaccination Requirements	<ul style="list-style-type: none"> <li>• Due to the nature of our work, COVID-19 vaccination needs to be up to date</li> </ul>

#### 1.4 KEY RELATIONSHIPS

WHO	NATURE OF INTERACTION
General Manager	<ul style="list-style-type: none"> <li>• Directly Report to</li> </ul>
Social Services Liaison Officers	<ul style="list-style-type: none"> <li>• Peer</li> </ul>
Quality Assurance Officer	<ul style="list-style-type: none"> <li>• Peer</li> </ul>