



The Community Farm: Veg Box Scheme Driver

About The Community Farm

The Community Farm (The Farm) is a social enterprise located in the Chew Valley, founded in 2010 as a community benefit society and owned and governed by its shareholder members. Its purpose is nature-friendly organic farming, for a local market, where people of all ages and from all walks of life can Get on Our Land for learning, work, and play, pioneering an ethical and socially motivated business, learning amongst ourselves and with others.

We grow and sell locally-sourced and organic produce, working with a network of organic producers and local farmers. Any profits from the business are used to support learning and community activities for children, adults and vulnerable people. Regular volunteering opportunities are offered. The Farm's nature-friendly farming provides a rich habitat where wildlife can thrive.

Main Purpose of the Job

The main purpose of the post is to deliver our Organic Veg and Fruit Boxes to our customers in households around Bristol, Bath and surrounding areas. The role requires you to be an outward facing ambassador for the farm, working to high standards at all times.

Position in the Community Farm:

Reports to and supported by: Warehouse Manager

Line Manages: n/a

Main relationships: Buyer and Commercial Manager, Box Pack Leader, Customer Services

Duties and Responsibilities:

Main duties are:

- Loading and unloading of customer orders into delivery van.
- Completing all delivery drops for designated round (between 30 and 70 drops per shift depending on location of the round).
- Be a responsible driver at all times.

- Have high levels of customer service when dealing with members of the public.
- Communicate with customers and The Community Farm customer services team to make sure deliveries are completed to the best of your ability and customer preference.
- Undertake van cleanliness, safety and maintenance procedures to ensure the van is left in the appropriate condition for the next driver.
- To work in the warehouse where required to assist the Warehouse Manager with other operations.

Legislative Responsibilities in the Warehouse

- Take a proactive approach to all health and safety matters to meet policy and legal requirements.
- Ensure that Environmental Health, Food Hygiene and Trading Standards regulations are complied with.

General

- Be an enthusiastic and committed ambassador for the Community Farm and its key objectives as a social enterprise of environmental sustainability and community engagement.
- Develop clear and open methods of communication with other staff of The Community Farm.
- Work independently as appropriate showing initiative and actively foster a 'can do' culture which will guarantee the success of the project.
- Undertake additional duties commensurate with the role as may reasonably be requested from time to time with occasional evening and weekend working.
- Take responsibility for managing own personal resilience and help others to do the same
- Ensure activities meet with and integrate with the Community Farm's requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

Person Specification

Knowledge and Experience

- Confident driving a 3.5 tonne delivery vans (essential)
- Experience in working in a Warehouse Environment, preferably with food
- Experience in working with customers face-to-face

Qualities and Skills

- Physically capable of lifting heavy loads
- Ability and confidence to work alone
- Basic numeracy and computer literacy skills
- Attention to detail and accuracy
- Good time keeping
- Adopts a positive attitude – willing to assist others even when busy

TERMS AND CONDITIONS

Location: Based at the warehouse of The Community Farm in Chew Magna. Please note there is no public transport available to The Community Farm so you must be happy you can get to The Farm for your working hours.

Contract: Permanent

Hours:

- **Fridays: 2pm-9pm**
- **Additional shifts as required:**

o Please include your availability in your application (our weekly driving shifts run as follows: Morning rounds: Weds - Fri: 6am – 1pm / Afternoon Rounds: Tues – Fri 2pm – 9pm).

o There may also be opportunities to work in the warehouse with our Box Pack Team as holiday or absence cover (Tues-Thurs 8am-4pm).

Salary: £9.90/ hour

Holiday: 28 days annual leave a year, rising to 32 days after 12 months continual service, and 33 days after 36 months (pro rata)

Benefits: Company Pension and Sick Pay, Cycle to Work Scheme.

Closing Date and Interviews; Interviews will be conducted on a rolling basis until the position is filled. Start date as soon as possible.

Inclusivity Statement

The Community Farm recognises that the farming and environmental sectors are amongst the least diverse employment sectors. We aim to be an inclusive employer and organisation. Our approach to hiring is changing as we continue to talk and learn about intersectional privilege and discrimination, and we aspire to support a greater plurality of voices in our organisation as this process continues. It is part of our greater ethical mission to ensure that the environment we create at The Farm is welcoming and supportive; this is something we have always striven to uphold, and something that we are always seeking to improve upon.

We take an inclusive approach to recruit people who bring difference and diversity and who can be disadvantaged in the recruitment process or are under-represented in our teams. If you are from a background that is under-represented in the agricultural/environmental sector and you would like support to articulate how your experience is transferable to this role, please contact us and we would be pleased to help you think this through.