

Dublin Simon Community: Warehouse Operative Driver **(<https://www.activelink.ie/node/109162>)**



About Us

At Dublin Simon Community, we are passionate about making home a reality. Our aim is to empower people to access and retain a home by providing housing, prevention, addiction treatment, emergency response, and other targeted interventions, through advocacy and partnership.

If you share our values and want to make a difference then apply for this role with Dublin Simon Community and join the team!

Benefits to working with Dublin Simon Community:

- 25 days of annual leave
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training
- Progression Opportunities

About the job

Contract type: Full-Time Permanent.

Working hours: 37.5 hours per week, Monday to Friday, 9 am to 5:30 pm. You may be required to work on a weekend or evening during busy periods, such as Christmas, but notice will be given in advance.

Location: Warehouse in Chapelizod, Dublin 20.

Salary: €27,024 per year.

While this role is with the Food for Simon Team you will be part of the wider Social Enterprise Team and will be required to assist when necessary with Shops collections and deliveries when the Shops Driver is unavailable, on annual leave, etc. This will be directed by the Social Enterprise Manager and Food for Simon Supervisor. You may on occasion also be required to assist with collections/deliveries for Fundraising activities or other driving roles with the organisation. This will be communicated to you by your line manager ahead of time.

Responsibilities

- Support Dublin Simon Community services and fundraising with deliveries and collections.
- Keep warehouse tidy and store stock according to process in place.
- Liaise with donors to coordinate collections. Demonstrate excellent customer service skills to all donors at all times. Ensure details of new donors are communicated to Food for Simon team in fundraising.
- Ensure that all stock is recorded into and out of central warehouse.
- Facilitate visits to dry store, cleaning store and central freezer store, ensuring no stock moves without appropriate paperwork being filled in, and signed for by service representative.
- Prepare orders for Dublin Simon services and support deliveries when required.
- Monitor freezers and chillers are functioning correctly and comply with HACCP guidelines.
- Ensure near date food in dry store and freezer store is highlighted and moved to service units and utilised within date to minimise wastage.
- Maintain required standards of cleanliness in the food storage environment.
- Support the FFS Supervisor to ensure FFS system records are updated as required.
- Be professional when engaging with all services and donors to ensure strong relationships are maintained.
- Adhere to all Dublin Simon Community Policies & Procedures including Covid-10 specific policies along with government guidelines.
- Monitor and respond in a timely way to work emails and calls via your work phone.
- Work collaboratively with other teams who share workspace in Chapelizod warehouse, the Shops team, catering and kitchen staff and Fundraising.
- Other duties as required to support FFS Supervisor and/or due to organisational needs.

Essential for the role:

- A team player. Shows support & encourages others
- Demonstrates attention to detail and problem-solving skills

- Be a self-starter, hard-working, committed with willingness to learn and develop new ways of working/processes
- Commitment to providing the highest quality service to clients, consistent with Dublin Simon Values
- Demonstrates professional behaviour
- Takes initiative & responsibility
- Ability to manage multiple projects and prioritize appropriately
- Communicates well within and outside the team
- Demonstrates commitment to the goals of the team
- Thinks & plans ahead anticipating potential stumbling blocks before they arise
- Takes ownership of tasks & responsibilities
- Be open to training and development opportunities and role development.
- CE that can work extra 4 hours per week
- Other duties as required to support FFS Supervisor and/or due to organisational needs.

Desirable for the role:

- Experience of working in a supply chain environment is desired but not required.
- Customer service experience and good communication skills would be an advantage.
- Previous experience in an inventory/warehousing role would also be an advantage.
- Basic Excel and Email Desirable.

If you are unsure about any of the requirements, please contact Aliaksandr Netbayeu, the Recruitment Officer, at aliaksandrnetbayeu@dubsimon.ie (<mailto:aliaksandrnetbayeu@dubsimon.ie>)

[Apply for the position \(https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1543&ProjectId=144426&DepartmentId=19087&MediaId=4620&SkipAdvertisement=true\)](https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1543&ProjectId=144426&DepartmentId=19087&MediaId=4620&SkipAdvertisement=true)

Application due date: 09/07/2024

For queries relating to this position please telephone (01) 635 4860 (tel:016354860)

Region

Dublin 20

Date Entered/Updated

25th Jun, 2024

Expiry Date

9th Jul, 2024

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