

Job Title	Relocation Operative - Driver LGV/HGV
Business Unit	Harrow Green
Department	Operations
Location	Leeds
Reports to (direct)	Operations Manager

MAIN PURPOSE OF JOB

Moving, relocating, and installing client's effects and Company property carefully and safely without damage to new premises, recycling centres or via storage whilst maintaining excellent customer service in line with Company policies, processes and best practices.

KEY TASKS

- Driving rigid commercial vehicles up to 18t.
- Loading and unloading vehicles, ensuring that goods are safely stowed and secured.
- Careful handling of all items in line with manual handling and health and safety guidelines.
- Promoting safe working practices and following Company best practice standards.
- Prioritising the protection of client's premises and property throughout the relocation process.
- Transfer of goods into or out of storage and inventory management.
- Large specialist projects such as moving hospital, laboratory, library or school equipment.
- Moving specialist fine art and furniture.
- Completing regular removals activities as and when required.
- Assisting the management of external contractors during delivery.
- Maintaining and complying with all company and legislation requirements, including waste transfer notes and daily walk-around checks
- Promoting the Company Mission, Vision, Values: Customer First, Do the Right Thing and Always Flexible.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE REQUIRED

- Always punctual
- Hardworking
- Physical strength, fitness and endurance for carrying and moving large items, including work on stairs
- Ability to adapt, anticipate change and implement solutions
- Self-motivating and enthusiastic
- Able to proactively spot potential pitfalls and assist to overcome these
- Professional, polite, friendly manner with good written, numeric and verbal communication skills
- Careful and methodical approach to work
- An honest and responsible attitude to other people's property
- A strong team player but who can work on their own initiative
- Full Cat C license minimum (essential)
- FORS awareness certified (desirable)
- ADR classifications (desirable)
- CSCS Card (desirable)
- Asbestos Awareness (desirable)
- Basic DBS clearance (essential, arranged by Company)
- BPSS clearance (essential, arranged by Company)

*** The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.



OTHER INFORMATION

- Working to the needs of the business across the week, which may include weekends or evenings.
- Moves between longer distances could involve overnight stays in lodgings or in a vehicle whether in the UK or overseas.

COMPLIANCE RESPONSIBILITIES

- Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems.
- Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

APPROVALS:

Line Manager

Name:

Signature:.....

Date:.....

Colleague

Name:

Signature:.....

Date:.....

The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to the People Services Team via the Helpdesk by raising a query using the following link <https://peopleserviceshelpdesk.restoreplc.com>.