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| **Job Title** | **3.5 T DRIVER**  |
| **Business Unit** | RESTORE TECHNOLOGY |
| **Department.** | TRANSPORT & LOGISTICS |
| **Location** | CARDINGTON |
| **Reports to (direct)** | LEAD LOGISTICS - SOUTH |

###### MAIN PURPOSE OF JOB

Collects and delivers products and goods safely and efficient to designated locations across the UK within a set timeframe. Ensures proper handling and delivery of sensitive materials with authorisation if necessary and delivers a high standard of customer care.

###### KEY TASKS

* Keeps accurate records of deliveries and customer authorisation and ensure all documentation is submitted to management on time.
* Properly uses and maintains equipment, including handheld scanner.
* Will be required to lift heavy products, load and unload equipment.
* Drives safely and follow all laws and rules of driving to maintain a safe and healthy work environment.
* Keeps company vehicle clean and ensure it is well-maintained, has fuel, oil and is ready to drive.
* Communicates with customers face to face and by phone regarding collections if there have been issues or changes to their estimated time of arrival.
* Follows pre-planned route accurately without deviation from set course.
* Maintains communication with management to be informed of any change of delivery, route or schedule.
* Informs management of any obstructions to making safe, efficient deliveries on time.
* Work in a safe manner and comply with the Health, Safety and Environmental Policies

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Full clean driver's license (3 points or less). no driving disqualifications within last three years
* Previous driving experience
* Good customer service skills, good communication skills, problem-solver.
* Attention to detail.
* Ability to work under pressure.
* Ability to work in a team.
* Able to meet deadlines.
* Manual dexterity as physically demanding role.
* Ability to drive long distances and sit for long periods of time.
* Ability to handle fragile packages / parcels with care.

\*\*\* 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**

*Due to the physical nature of this role you must have the ability to lift multiple bags weighing up to 100 pounds (45kgs) each. From time to time and dependent on customer requirements and location you will be required to do additional jobs, overtime and Saturday work, which is part of your contract.*’

**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.

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| **APPROVALS:****Line Manager** Name: ………………………………………………...Signature:……………………………………Date:…………………………………………… | **Post Holder**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 your local People Team.**