

Role Profile – Driver

Role Levelling

N/a

Purpose

To complete deliveries to our internal & external customers to deliver industry leading service which conforms with all aspects of health & safety and local authority regulations.

Key Relationships

- Delivery Team Leader
- Production Team Leader
- External Customers

Key Accountabilities

- Support our Delivery Lead with loading & unloading of vehicles as requested.
- Knowledge of our products.
- Complete daily deliveries as prescribed by our Delivery Team Leader.
- Report any customer returns or concerns to our Customer Services Team Leader or Customer Services Administrators.
- Maintain tachograph records and ensure rules on driver's hours are followed.
- Ensure daily & weekly vehicle checks are completed documenting any maintenance concerns and all vehicle carries specified equipment before beginning each journey.
- Ensure vehicles are well maintained and driven to society standards.
- Report any accidents to our Delivery Team Leader.
- Comply with all statutory society Health, Safety and Fire regulations and take action to avoid risk.
- Willingness to train on all processes & undertake any external training if required.
- Promote an open and effective working relationship with all colleagues and 3rd parties.
- Act as a co-operative and supportive team member, within the Coffin Factory team.
- Assist in promoting our Coffin Factory within the local community, building up good working relationships with third parties.
- Any other duties that may be required in supporting with the operation of our Coffin Factory.

Measures of Success

- Internal and external clients are fully satisfied with products and services.
- Individual daily targets are met to quality standards
- Right first time 98%
- Follow prescribed procedures
- Communicate with other colleagues
- Involvement in process improvement
- Advocate of our society core values and promote a safe way of working.

Experience/ Qualifications Required

- Essential
- Clean driving licence.
 - Flexible in working time patterns.
- Desired
- Experience of working in a factory environment.
 - Previous experience in driving 3.5 ton and 7.5 ton vehicles.