

TOWN & COUNTY

ENGINEERING SERVICES LTD

JOB DESCRIPTION

Job Title	Van Driver
Location	Pinchbeck, Spalding
Working Hours	Monday – Friday 8am -5pm 8.25 Hours Day
Reports to	Engineering Division Manager
Job Purpose statement	To provide great service to our customers by delivering orders promptly and efficiently. Also includes daily warehouse duties.
Key Responsibilities:	
<ul style="list-style-type: none"> ▪ Delivering goods to customers daily ▪ Loading, unloading, preparing, cleaning and operating a vehicle for delivery duties ▪ Picking up stock from the warehouse for daily delivery ▪ Interacting with customers daily ▪ Occasionally get other orders ready which are not on their delivery ▪ Working with other members of the Warehouse staff ▪ To positively promote the company and its products and services and ensure that a professional image is always provided to customers and colleagues. ▪ Record milage of vehicle daily ▪ Ensure standard safety/ maintenance checks are made each day to the delivery vehicle and report all faults 	
Essential Skills/Competencies/Experience/Qualifications Required:	
<ul style="list-style-type: none"> ▪ Communication skills ▪ Interpersonal skills ▪ Excellent organisational and time management skills ▪ The ability to work alone ▪ Have patience and a polite attitude towards other road users ▪ Able to speak fluent English ▪ Full clean driving license ▪ Previous driving experience essential but not desirable 	
Policies/Procedures	
<p>I confirm that I am aware of the Companies Quality, H&S and Environmental Policies and that I fully understand their content and my personal responsibilities and accountabilities in relation to these policies.</p> <p>I am also aware that the Company is duty bound to ensure that I work in a safe environment and if this is compromised, I have the right to invoke the Refusal to Work Procedure.</p>	
Signed by Manager:	Date:
Signed by Employee:	Date:
Name in capitals:	