**Job Description**

**Service Driver**

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| **Job Details** |

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| Reporting to: Area Manager/Depot Manager |  | Date: 1st February 2018 |

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| Department: Operations |  | Location: Bennetts/Bridgend   Oxford/Coventry |

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| Responsible for: Delivery and collecting of stock to and from Client Sites |

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| **Job Summary** |

The Service Driver is responsible for the Delivery and Collection and Servicing of Potable Sanitation Units using a vehicle supplied by the company.

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| **Key Responsibilities** |

* Driving Company vehicles to client sites in a safe manner
* Ensuring portable sanitation units are delivered, collected and serviced in line with company standards, procedures and Health & Safety Regulations
* Delivering stock to our clients in different national locations, as required
* Collecting stock from our clients at different national locations, as required
* Conducting daily maintenance and Checks on Vehicles
* Maintaining all required paperwork in line with procedures and requirements and ensuring correct paperwork is used to capture clients signatures
* Inputting information into various IT supporting equipment where necessary
* Ensuring all duties are in line with H&S requirements
* Any other reasonable task required by the company

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| **Key Skills** |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team with limited supervision
* Good product knowledge upon completion of in-house training
* Excellent knowledge of Health & Safety working and be aware that this job is physically demanding with work mainly carried out outside.
* Timekeeping and attendance are essential to maintain customer demands

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |