**Job Description**

**Driver’s mate**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Wet Waste Manager |  | Date: September 2020 |

|  |  |  |
| --- | --- | --- |
| Department: Wet Waste |  | Location: Wokingham  |

|  |
| --- |
| Responsible for: Assist with the Delivery and collecting of stock to and from Client Sites  |

|  |
| --- |
| **Job Summary** |

The role of a Drivers mate is to assist the driver and to ensure all duties associated to their role are fulfilled in line with company procedures.

|  |
| --- |
| **Key Responsibilities** |

* Delivering stock to our clients in different national locations, as required
* Collecting stock from our clients at different national locations, as required
* Loading and offloading stock from a wide range of company vehicles
* Counting and logging the types of stock that are to be delivered and collected
* Fulfilling all tasks associated with their particular role
* Maintaining files, records and routines needed to insure the efficient operation of the mobile service, such as delivery and pick-up logs
* Ensuring stock is safely secured
* Keeping your vehicle in good condition in line with VOSA regulations
* Take the quickest route to your destination. (good map reading an advantage)
* Ensuring all signatures required are obtained from clients as necessary
* Acting as company ambassador when dealing with customers
* Any other reasonable task required by the company

|  |
| --- |
| **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

|  |
| --- |
| **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

|  |
| --- |
| **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.

|  |
| --- |
| **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.

|  |
| --- |
| **Confirmation** |

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

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |