



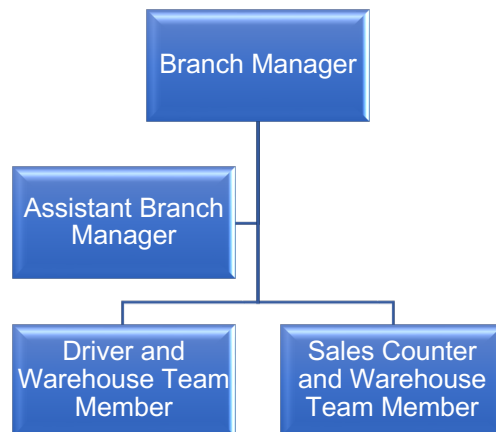
<b>Role Title</b>	Driver and Warehouse Team Member	<b>Reporting to</b>	Branch Manager
<b>Department</b>	Branch		

<b>Overall purpose of role</b>	The purpose of the Driver and Warehouse Team Members is to provide a Delivery Driving service Locally (and at times Nationally) as required and to assist with the processing of stock and warehouse management.
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<b>Key outputs for role</b>
<ol style="list-style-type: none"> <li>1. Work in close partnership with the Branch Manager and Branch Staff to ensure a timely delivery service to the customers of Duftons.</li> <li>2. Work with other Duftons branches to organise and coordinate deliveries to ensure delivery in the most timely and efficient manner.</li> <li>3. Responsibility for ensuring all goods loaded and unloaded correspond with the relating paperwork.</li> <li>4. Responsibility for the upkeep of the Warehouse and Vans ensuring to all areas are tidy and well organised.</li> <li>5. Receive and process incoming stock and materials and pick and fill orders from stock.</li> <li>6. Update the stock management system ensuring all stock is accounted for and any anomalies are highlighted to the branch manager.</li> <li>7. Assist with the management of stock and participate in the annual stock take.</li> <li>8. Responsibility for reporting any damaged or missing goods to the Branch Manager.</li> <li>9. Responsibility for undertaking relevant Health &amp; Safety checks and Health and Safety standards are maintained during the process of all duties.</li> <li>10. Ensure relevant uniform is worn at all times including high visibility clothing when appropriate and safety boots etc.</li> <li>11. Operate a forklift truck to assist with stock and delivery and management.</li> <li>12. Provide cover to other Duftons branches on an ad hoc basis to account for staff absence.</li> <li>13. Any other duties as reasonably required.</li> </ol>

<b>Physical Requirements, Skills, Qualities and Qualifications At Recruitment Stage</b>	<b>Essential/Desirable</b>
Full driving licence.	Essential
Willingness and Ability to travel business purposes.	Essential
The ability to pass a manual handling course.	Essential
Good interpersonal, teamwork and communication skills.	Essential
Ability to work occasional Saturday mornings.	Essential
Basic computer knowledge.	Desirable
Experience of working in a Driving and or Warehouse role.	Desirable
Experience of operating a forklift truck.	Desirable

<b>Physical Requirements, Skills, Qualities and Qualifications After Initial Training and Development</b>
Company forklift licence.
Pass manual handling course.
Competent in the use of the Stock Management System.
Good standard of product knowledge.

**Structure*****Date accepted as a job description***

20/02/24