



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

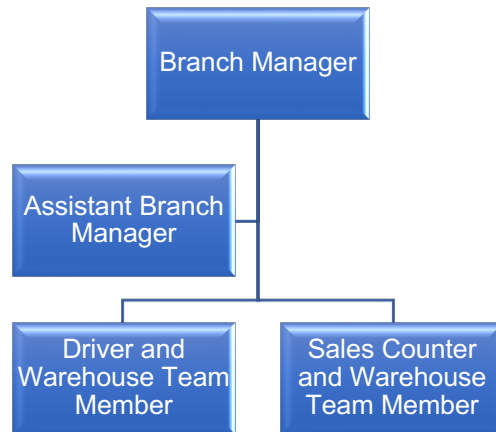
<b>Overall purpose of role</b>	The purpose of the Driver and Warehouse Team Members is to provide a Delivery Driving service Locally (and at times Nationally) as required and to assist with the processing of stock and warehouse management.
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<b>Key outputs for role</b>
1. Work in close partnership with the Branch Manager and Branch Staff to ensure a timely delivery service to the customers of Duftons.
2. Work with other Duftons branches to organise and coordinate deliveries to ensure delivery in the most timely and efficient manner.
3. Responsibility for ensuring all goods loaded and unloaded correspond with the relating paperwork.
4. Responsibility for the upkeep of the Warehouse and Vans ensuring to all areas are tidy and well organised.
5. Receive and process incoming stock and materials and pick and fill orders from stock.
6. Update the stock management system ensuring all stock is accounted for and any anomalies are highlighted to the branch manager.
7. Assist with the management of stock and participate in the annual stock take.
8. Responsibility for reporting any damaged or missing goods to the Branch Manager.
9. Responsibility for undertaking relevant Health & Safety checks and Health and Safety standards are maintained during the process of all duties.
10. Ensure relevant uniform is worn at all times including high visibility clothing when appropriate and safety boots etc.
11. Operate a forklift truck to assist with stock and delivery and management.
12. Provide cover to other Duftons branches on an ad hoc basis to account for staff absence.
13. Any other duties as reasonably required.

<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