

Utopia Bathroom Group Limited - Job Description

Job Title: Delivery Driver – must hold LGV 2 licence
Accountable To: Despatch/Logistics Manager

Responsibilities:

Driving/Van

1. Maintain the van at all times
 - Check oil
 - Check Water
 - Report any damage
 - Record Mileage on all fuel
 - Collect and submit all receipts
 - Clean the van, inside and out, on a daily/weekly basis.

Paperwork

1. All paperwork should be returned to the despatch office in a clean and tidy condition.
2. Any information recorded on paperwork must be legible.
3. All paperwork must be signed and dated.

Delivery

1. Report all damages/shortages etc, at the point of delivery, as soon as possible.
2. Returns not available must be reported to the Despatch office.
3. Organise the loading of the van
4. Plan and schedule workload for the week
5. Liase with despatch office in completing workload for the week.
6. Assist with duties in despatch when there is no driving scheduled.

Conduct

1. Corporate uniform must be worn at all times
2. Consideration and courtesy must be shown at all times, when out on company business.

This list is not exhaustive, and may be changed at any time to include other tasks. You may also, at times, be expected to cover for other members of the Despatch/Transport Office.

Closing date for applications: 23rd May 2008



utopia... naturally

