JOB DESCRIPTION

POST TITLE: Delivery Driver/Stores Assistant (CPU)

DIVISION/UNIT: Operations / Facilities Services

GRADE: 3

RESPONSIBLE TO: Stores Supervisor

RESPONSIBLE FOR: N/A

Job Purpose

To provide an efficient and timely delivery service of meals produced at the CPU to various hub locations throughout the Tayside area. Ensure accurate records and documentation are kept as required. Accept/issue goods and follow stock control procedures.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.

2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.

3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Work tasks:

4. Conduct pre-start vehicle checks on a daily basis, reporting any faults immediately and refuel vehicle as required.

5. Comply with temperature-controlled vehicle maintenance schedules as directed.

6. Responsible for the efficient, safe and hygienic transportation of frozen meals to various locations.

7. Ensure that all relevant documentation is completed and updated on a daily basis.

8. Liaise with the Stores Supervisor daily to ensure all scheduled deliveries are carried out timeously.

9. Liaise with the Stores Supervisor regarding any delivery issues.

10. Ensure that the temperature-controlled delivery vehicle is kept clean and tidy at all times.

11. Ensure the transport cages/boxes are kept in a tidy and hygienic state and report any maintenance issues as required.

12. Assist with the safe and secure storage of food items, and the cleaning of the stores' areas.

13. Ensure orders are picked and labelled accurately.

14. Respond to basic customer requests/queries in a professional and courteous manner.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	**2**	**5**	**2**	**3**	**1**	**1**	**1**	**2**	**1**	**2**	**2**	**2**