



JOB DESCRIPTION: Delivery Driver

KEY FUNCTION:

Primarily to work as a delivery driver delivering to our various customers including shops, restaurants, schools, residential addresses, trading estates and music festivals. Orders are palletised and unloaded by hand and occasionally unloaded by fork truck. We deliver using a range of vehicles from VW Crafters to 7.5 tonners (C1) and Class II (C). The role is primarily delivery driving but with occasional days to be worked in the Warehouse or on late shifts comprised of maneuvering vehicles for loading.

A Driver qualification card and Driver Tacho Card are essential for the role. Applicants must have no more than 3 penalty points on their licence. It is essential that the post holder has a current UK driving license that permits her or him to drive 7.5 tonne (Class C1) vehicles, and has recent experience of driving 7.5 tonne (Class C1) vehicles, and digital tachograph experience. LGV Class C would be an advantage, but training may be provided after a successful probationary period.

MAIN TASKS:

- 1) Transporting deliveries**
 - Loading and unloading stock.
 - Delivering stock and accurately checking it off.
 - Ensuring that vehicles are kept in appropriate condition that defects are reported and the cab interiors are kept tidy.
 - Driving in a safe, courteous and legal manner.
- 2) Liaising with Co-workers**
 - Communicating effectively with co-workers in the Sales office, Customer accounts and the Transport team.
- 3) Dealing with customers**
 - Responding appropriately to customer inquiries.
 - Receiving and recording payments.
 - Ensuring returned goods are acceptable.
 - Collecting and returning unwanted stock to warehouse.
 - Dealing appropriately with complaints.
- 4) Maintaining records**
 - Maintaining legal tachographs.
 - Recording and reporting vehicle defects.

Last reviewed: Aug 16

ESSENTIAL

5) **Contributing to Health & Safety and Workplace Security**

- Carrying out relevant procedures in the case of an emergency.
- Disposing of waste rubbish and Recycling when appropriate.
- Establishing and maintaining personal hygiene.
- Maintaining food hygiene.
- Using resources economically.
- Carrying out security procedures.

6) **Maintaining good relationships in the workplace**

- Communicating effectively in the workplace.
- Maintaining positive working relationships
- Receiving and relaying messages within the organisation.

7) **To undertake other duties as deemed reasonable by the co-op.**

GENERAL CO-OPERATIVE REQUIREMENTS & ABILITIES:

- 1) Participation in the running of the team and the co-operative as a whole.
- 2) Ability to work as part of a team and actively participate in team decision making.
- 3) Ability to show initiative, and to work independently without supervision.
- 4) Ability to take on responsibility, and complete tasks set through to the end.
- 5) Ability to share and exchange information with others.
- 6) As a Co-operative member, participate in the meetings and decision making processes of the Co-operative as a responsible co-director of the business.



JOB DESCRIPTION: Member of Essential Trading Co-operative Limited

FUNCTION

1. To collectively manage and develop the business of Essential Trading Co-op in order to fulfil the co-op's mission statement and current strategic business plans.
2. To act as a "care-taker" and "director" of the co-op, looking after the best interests of the coop & its members.
3. To further the principles of co-operation.
4. To make proactive contributions to the collective management and governance of the business.

TASK

1. To make active contributions to collective management functions and processes of the co-op including; General Meetings, Management Committee, Team Meetings, Business Function Area Meetings and other working groups (as needs be).
2. To seek and be willing to undertake training and personal development in order to be a more effective co-op member.
3. To ensure that one's allocated work duties are fulfilled.
4. To actively seek and accept responsibility within the co-operative.
5. To promote worker self-management.
6. To further the co-operative principles and the co-operative movement.
7. To communicate openly and honestly with other members.
8. To keep up to date with all changes to policies and procedures.
9. To set an example of best practice as a co-op member.
10. To work collectively for the good of the co-op, not for self interest.

COMMITMENT

Minimum of 2 years, preferably 4 years, for a minimum of 24 hours per week.

Coordinator of the probation period and pre-member assessment

Personnel Team & your main Team area for a trial period until granted membership. All membership votes require 75% of votes in favour at a team level and also 75% of votes at a General Meeting or as a result of a Paper Ballot of Co-op Members.

Last reviewed: Aug 16



PERSON SPECIFICATION: Delivery Driver

CRITERIA	ESSENTIAL	DESIRABLE	To be demonstrated at:	
			Application	Interview
EXPERIENCE				
Multi-drop experience	*		*	*
Digital tachograph card holder with experience	*		*	*
Warehouse work/order picking		*		*
KNOWLEDGE				
In-depth knowledge of Road Transport Regulations	*		*	*
Some knowledge of worker co-operatives		*		*
Some knowledge of whole foods		*	*	
SKILLS				
Can keep calm under pressure		*		*
Accurate numeracy and literacy	*			*
Ability to deal with paperwork correctly	*			*
QUALITIES				
Reliable and dependable	*			*
Professional and flexible work ethic	*			*
Team worker: will actively participate in team decision-making and share and exchange information effectively with others	*			*
Able to show initiative and to work independently without supervision	*			*
Self-motivated: able to take on responsibility, and complete tasks set through to the end		*		*
Calm and good humoured		*		*
OTHER				
Willing to work unsociable hours: i.e. late shifts to around 8pm; occasional overnights or early starts	*		*	
HGV/ 7.5t/ Class C1 licence	*		*	
Class II (C) licence		*	*	
Forklift licence		*	*	

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