# Class 2 HGV Multi Drop Driver

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| Brand:Report To: | Matthew Clark  Team Leader/Supervisor/Manager | Job Family:Sub Family: | Logistics  Logistics |

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| Purpose |
| To deliver orders to our customers’ premises in a courteous and efficient manner. Ensuring we deliver safely and On Time and In Full. |
| Core Accountabilities |
| * Keep all vehicles in good order and to carry out daily vehicle inspections as per Standard Operating Procedures (SOPs). * Ensure full compliance with Tachograph legislation. * Advise and assist with the loading and unloading of vehicles according to depot working practices. * Deliver orders to customers in a courteous and efficient manner as tasked. * Completing all customer paperwork orders directed and ensuring compliance with Dips delivery schedules where applicable to ensure we arrive On Time. * Comply with all health & safety requirements always including the use of PPE. * Adhere to all training guidelines as per your training. * Complete all paperwork / EPOD tasks and administration required accurately. * Comply (when driving on Company business) with all relevant road traffic acts and regulations currently in force, and applicable working hours regulations. * Record, collect and return to the depot all empty kegs, returns and damages placing them in the correct locations as directed. * Ensure that the vehicle is maintained in a roadworthy condition & all defects are reported to the transport office daily. * Responsible for ensuring that the vehicle cab and load space are always kept clean and tidy and that the load space is emptied at the end of each working day. * Ensure that all loads are secured using the straps and nets provided and that they are maintained in a safe and stable manner to minimise the possibility of damage to stock or injury to persons. * Attend driver debrief and liaise with appropriate staff on return to depot to ensure that all tasks have been achieved successfully. * To direct the work of the Drivers Mates, if used. * Assist with warehouse duties as and when required and within your capability. * Assist the Transport Team Leader or Manager as required   **KPIs**   * Stock breakages * On Time and In Full (OTIF) * Company & Depot standard KPI’s |
| Key Relationships |
| Internal   * Depot Management and staff * Sales Teams   External   * Customers * Members of the public |
| Experience, Skills and Knowledge |
| * Time management skills and be able to meet targets. * Physically able to carry out duties * Good Customer interaction * Multi Drop Experience desired but not essential * Good communicator |
| Qualifications & Education |
| * Minimum age 21 due to driving license requirements * GCSE Maths & English preferred * Driving Licence for relevant class of vehicle, clean preferred – maximum 6 points. * Possess Driver CPC qualification |