

# JOB DESCRIPTION



<b>JOB TITLE:</b>	LGV Class C (2)
<b>NAME OF JOB HOLDER:</b>	
<b>BUSINESS ENTITY:</b>	Carpet & Flooring – Cambridge
<b>JOB HOLDER'S MANAGER:</b>	Operations Manager

## **OVERALL PURPOSE OF THE JOB**

To drive a HGV vehicle, delivering goods to the customers.

Category C, Class 2 licence is essential.

Experience of multi drop deliveries beneficial.

Current CPC desirable.

## **KEY RESPONSIBILITIES**

Supervise the loading of your vehicle so that products are safely loaded and secured to minimise chances of damage.

Ensure with loader that the load is correct against customers' orders.

Ensure that on arrival the delivery is safe to make and respect the customers property, If in doubt consult with the customer or operations manager and use disclaimers if necessary.

Check goods off with customers and obtain signature and print.

If any errors mark ticket accordingly and consult with the operations manager or sales team as appropriate.

Provide excellent customer service.

Handle customer issues on delivery effectively and avoid getting over involved in discussion. Contact operations manager for assistance if required.

Carry out multi drop delivery's in a timely and safe manner.

Drive the vehicle safely and in accordance with the law.

Drive within the tachograph law and driver hours limits.

Look after the vehicle and ensure that it is not subjected to unnecessary damage.

Maintain the cleanliness of the driving cab along with washing the outside.

Comply with fuel directives from the operations department.

Report any accidents as soon as possible and in compliance with the company's accident reporting procedure.

Complete daily inspection sheet and give to operations manager.

Be aware of the vehicle inspection rota for servicing and MOT and bring to the operations manager attention if necessary.

Attend essential training in order to carry out the driver role.

## JOB DESCRIPTION

To provide support in the warehouse as required by the operations manager.

Adhere to all company policies and procedures, to include the company dress code policy, Standards of performance policy and health and safety Policy

### **KEY RELATIONSHIPS**

- Branch Team
- Operations Manager
- Customers

### **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

HGV C (Class 2)

Local area knowledge Cambs, Norfolk, Suffolk, Beds, Lincs

Strong communication skills

A strong Customer Focus.

Extremely well organised

Signed..... Print..... Date.....

If you would like to apply for this vacancy please send your CV to:  
[Peter.housden@carpetandflooring.co.uk](mailto:Peter.housden@carpetandflooring.co.uk)