

Delivery Driver

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.

Employee Name: TBC**Date PD Issued: 04/05/2021****Position: Delivery Driver****Employer: Roberts Farm Supplies****Supervisor: Leigh Roberts****Employer Address: Timboon Road Nullawarre VIC 3268 & 40 Caramut Road Warrnambool VIC 3280****Westvic Staffing Solutions Recruitment/Labour Hire Consultant: Ben Powell****Duties of Position:**

Yard Hand / Delivery Drivers will undertake a range of functions to contribute to the smooth operation of the customer service activities within the business. They may be responsible for greeting people, arranging deliveries (receiving and dispatch) and general duties in the business

Tasks Involved:

- Greet customers and find out the nature of their enquiry
- Provide information to assist customers or refer them to appropriate contacts, either in the organisation or elsewhere
- Advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and to return to buy in the future
- Take special orders for items not currently in stock, or not normally stocked, and notify customers when the items have arrived
- Weigh, wrap or package goods and remove price tags for customers and arrange delivery
- Price, stack and display items for sale, and keep the yard tidy and attractive
- Be aware of health, safety and welfare issues and practices
- Participate in stocktaking (counting and describing the goods in stock)
- Receive and dispatch goods ordered
- Rotate stock by bringing the old stock forward on the shelves during quieter times
- Complete deliveries to customers

Work Conditions:

Yard Hand / Deliver Drivers are on their feet most of the day, attending to customers, completing deliveries and general yard duties which includes lifting.

They may work long hours.

Personal Requirements:

- Able to work accurately and neatly
- Able to work with minimum supervision
- Good command of the English language, both written and spoken
- Able to communicate information accurately
- Can work under pressure and meet deadlines
- Good grooming and presentation
- Able to present an appropriate image for the organisation
- Can deal competently with the people and problems they encounter
- A helpful, courteous manner

Willingness to work in a team

Key Selection Criteria:**Qualifications and Licences Required:**

- Manual Drivers Licence
- MR Licence
- Forklift Licence

Workplace Health and Safety:

- Follow Roberts Farm Supplies Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with Roberts Farm Supplies with respect to any action taken Roberts Farm Supplies to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work

Report any incidents with-in the workplace to Roberts Farm Supplies without delay.

Additional Information

- **Hours Per Week: 8.30am to 5.00pm**
- **Days per Week: (e.g. Mon-Fri) Monday - Friday**
- **Award / Agreement: General Retail Industry Award 2010**
- **Superannuation: 9.5%**
- **Commencement Hourly Rate: Subject to experience**
- **Allowances: Nil**

Copy to : Employee

Host Employer

Main File