

PROTECT - MANAGEMENT

**JAMES WILSON (ORKNEY) LTD. JOB SPECIFICATION**

<b>Profile of Position</b>	<b>Warehouse Worker (Delivery Driver as required)</b>				
<b>Position Details</b>					
Location:	James Wilson Ltd. Store				
Status:	Vacant				
Date Occupied:					
Incumbent:					
Employment:	Probationary - leading to full				
Line Manager:	Foreman				
Review:	Six Monthly				
<b>Comments</b> – General traits required from the person occupying the post					
1. Judgement: Must be able to recognise and follow designated priorities.					
2. Communication: Must have good inter-personal communication skills that develop & maintain good team relations.					
3. Personal Effectiveness: Must be able to proactively collate and process work in an efficient, timely manner.					
4. Reliability: Must demonstrate loyalty, trustworthiness, conscientiousness and consistency.					
5. Resourcefulness: Displays enterprise and is willing to take appropriate action to resolve low-level issues.					
<b>Position Competence Requirements</b> – Competences required prior to assuming the post					
Able to work effectively in a fast paced, changing environment through frequent interruptions				Essential	
Able to work cooperatively and productively with others to achieve results				Essential	
Able to remain courteous and calm with customers in all situations				Essential	
Able to drive light goods vehicles – Full, clean driving licence				Desirable	
Able to work creatively within standard procedures to fit a specific situation				Desirable	
<b>Acquired Competences</b> – Competences to be gained through experience in the post					
Able to accurately select ordered goods and prepare them as vehicle loads for delivery				Essential	
Able to safely and accurately follow established delivery schedules and routes				Essential	
Able to effectively complete driver's pre and post-use vehicle safety checks				Essential	
Able to pass and maintain Certificate of Professional Competence (Driver) training, as required				Essential	
<b>Appraisal and Review Chain</b> – Review of performance in the post, role development and amendment of the JOBSPEC					
Line Manager	Foreman				
Manager	General Manager				
Period	Six Monthly				
<b>Key Responsibilities</b> – The eight main duties of the person performing the role					
Business Function	Wholesale Grocery Supply				
Position Role	<b>Warehouse Worker/Delivery Driver</b>				
Main Duties:	1. Use picking lists to accurately select ordered goods and prepare them as vehicle loads				
	2. Effectively complete driver's pre and post-use vehicle safety checks				
	3. Safely and accurately drive established delivery routes, to required schedule				
	4. Respond courteously, with clarity and accuracy to enquiries from customers and colleagues				
	5. Appropriately assume colleagues' tasks, as directed, when required to cover staff absence				
Created By :	J Leonard	Tel No:	(01856) 850 234	On:	5 July 18
Last Updated By :	J Leonard	Tel No:	(01856) 850 234	On:	15 Feb 21
Last Reviewed By :	K Leonard	Tel No:	(01856) 850 234	On:	15 Feb 21

PROTECT - MANAGEMENT

**POSITION PROFILE REPORT (JOBSPEC) REVIEW NOTES**

Serial	Date	Reviewer	Observation	Action Required	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					