



1175 South Street
 Glasgow
 G14 0AL
 Tel: 0141 300 7400

Job Description	
Job Title: Delivery driver	Department: Warehouse
Job details	
(A) Responsible to : Goods in and Goods Out Supervisor	
(B) Location: Based at 1140 South Street Glasgow G14 0AL	
(C) Working hours: Full-Time	
(D) Salary Range: Competitive	

Job Summary (description of main job)
Driving and delivery of customers goods

Key Tasks
a. Delivery of goods to customers homes, assembling flat pack, placing in room of customers choice unwrapping of goods and removal of waste.
b. Ensuring all road traffic laws and tachograph rules are adhered to.
c. Ensuring that vehicle is in road legal condition by completion of daily defect report and any fluid levels are kept topped up eg:adblue, washers, oil, etc.
d. Ensuring vehicle is parked in a safe and considerate area when carrying out deliveries, vehicle also locked and all goods secured .
e. Ensuring proper consideration is given to customers home during delivery, door covers, floor mats, shoe covers, etc. are used.
f. Ensuring all paperwork is completed correctly and all goods are signed for.
g. Carrying out walkthrough before delivery to avoid damage to customer property, access box completed if required.
h. Ensuring returned goods are properly wrapped before uplift to prevent any further damage.
l. Responsibility for cleanliness of vehicle inside and out, vehicle to be washed at least weekly.
j. Ensuring goods on vehicle are loaded and packed safely and securely using materials provided.
k. Ensuring all waste returned is separated and recycled properly.
l. When in warehouse job description for warehouse porter (copy attached) also applies.
j. Ensuring appearance is kept to standard by wearing uniform and PPE provided