



## **JOB DESCRIPTION**

### **Distribution Operative – Class 2 Driver**

#### **Primary Objectives:**

**To be responsible for the integrity vehicle loads and the delivery of the product to the customer in an efficient and competent manner. To assist in maintaining the highest standards of Company service levels and the continuity of the Merton Group UK Ltd ISO 9001:15 and 14001:2015 accreditation.**

#### **Main duties of the Jobholder will include:**

1. To drive carefully and within the law of the land, and ensuring welfare of the Company vehicle and property.
2. To be responsible for the loading of the correct goods on to your vehicle.
3. To be responsible for the accurate and proper delivery of the Customers' orders, including adhering to special instructions outlined on the paperwork and completing any booking in requirements.
4. By acting as an Agent of the Company to foster good relationships with the Customer base.
5. To comply with the working directive regulations applicable to drivers and work within legal standards.
6. To complete and submit all appropriate administration on time and accurately including weekly vehicle logs and driver card for data download.
7. To ensure that your appearance is neat and tidy and that the appropriate provided Company clothing is worn at all times. To further ensure that this clothing is in a clean and neat state of repair.
8. To ensure that your vehicle is kept clean and tidy, inside and out, and in a good and roadworthy state at all times.

9. To ensure that during the operations of delivery and/or collection, Company procedures and guidelines are practised.
10. To carry out overnight stop overs on a rota system when necessitated by the Company.
11. To assist, where and when applicable, in the maintenance of the Company Warehouse and Company materials handling operation
12. To ensure proper and correct adherence to Health and Safety regulations.
13. To be aware and work within the Company's ISO 9001:2015 & 14001:2015 quality standards, within the areas pertinent to your work.
14. To assist in the general housekeeping duties in line with Company procedures and guidelines, and ensure that all areas are left in a safe, tidy and hygienic manner.
15. To perform other relevant duties at the discretion of the Senior Warehouse Operative and/or Company management.

**Signed for and on behalf of  
Merton Group UK Limited**

**Signed by employee – confirming that  
employee is in agreement with details  
as laid out in this job description and  
will carry out duties and responsibilities  
at all times.**

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**Date:** .....

**Date:** .....