**Job Description – Distribution Driver**

**Job Title:** Distribution Driver

**Reporting to:** Supply Chain Manager

**Job Purpose:** to ensure goods from Production to customers are delivered using company transport and to maintain a quality in carriage in both ambient and frozen stocks.

Panificio Italiano is an independent bakery in Iver, Buckinghamshire. It is a new state of art purpose built automated bakery. We bake quality products ranging from traditional recipes to new speciality breads.

We are looking for a responsible delivery driver to distribute products promptly to our customers. You will be representing our company in a professional and cost -effective manner to increase our profitability and customer satisfaction. The work will involve transporting goods from our Warehouse to our customers i.e., mainly sandwich manufacturers. The role is suited to someone who works on their own initiative and feels at ease dealing with a wide range of customers.

**Responsibilities and Duties**

* Deliver a wide variety of items to different addresses and through different routes.
* Follow routes and time schedule.
* Ensure that the vehicle is checked on a regular basis.
* Ensure that the orders are collated according to delivery notes.
* Collect and count all returnable baskets and trolleys and return to Panificio Italiano.
* Always keep the vehicle clean and tidy and ensure that it is filled with diesel.
* Always return any quality issues with signed collection advice notes to the Technical department.
* Load, unload prepare, inspect, and operate a delivery vehicle.
* Ask for feedback on provided services and resolve client’s complaints.
* Inform customers about new products and services.
* Complete logs and reports.
* Follow DOT regulations and safety standards.
* Keep accurate records of mileage, fuel purchases and other costs incurred while on duty.
* As well as delivering goods, drivers must be able to perform various administrative tasks. such as giving out invoices, filling out forms and obtaining signatures from the customers.
* Attend training and to develop relevant knowledge and skills.

 **Health and Safety**

* Being aware of and follow relevant health and safety policies, procedures, and instructions.
* Contribute to a safe working environment.
* Report any Health and Safety hazards or accidents to the Health and Safety consultant or HR Manager.
* Being responsible for your own safety.
* Provide suitable and current information and supervision concerning health and safety policies and practices.

 **Food Safety**

* Report to Technical team any potential food safety and quality issues.
* Contribute to a hygienic work environment in compliance with Company policies and procedures.
* Provide adequate resources for Food Safety Management system.
* Create a suitable and relevant Food Safety policy and Food Safety Management system to ensure products sold are safe.
* Monitor and report on Food Safety practices and systems.

**Requirements and Critical skills**

* Proven working experience as a distribution driver.
* Valid professional driver’s license.
* Excellent organisational, time management skills and customer service skills.
* Good driving record with no traffic violations.
* Must possess a positive and professional attitude.
* Highly responsible and reliable.
* Ability to work cohesively as part of a team.

**What can I expect?**

You will be working 5 days a week, between Monday to Sunday. The shift times will vary on a weekly basis, you can expect to work 48 hours a week.