

STOREMAN / DRIVER RESPONSIBILITIES

(To include but not be limited to the following)

This document has been provided to create an insight into the role of a Delivery driver / Storeman working for RME Services Ltd. It does not provide a wholly succinct list of the skills and deliverables required and is to be used as a guide only. You are expected to be able to offer support and be proactive in assisting the company and its staff in all aspects of the company's administration and operations.

This role requires an individual to be both store / office based and travel around our working sites and stores. The general geographical locations of our sites are within London and the Southeast. You will be responsible for the day-to-day management of your own time and manage it as efficiently as possible whilst dealing with various requests for assistance from colleagues and management.

It will be necessary to use a computer to book in and out materials and assets so basic computer skills are necessary. Your hours of work will depend on the day to day requirements however as a minimum you will be expected to work a 40 hour week with a 1 hour lunch break and your start and completion times will be towards the earlier part of the day 7:00 to 16:00. At times these hours may need to be flexible to achieve what is required during an individual day.

The role suits a well organised person who takes pride in being self-motivated with an attention to detail and is happy driving various types of vehicles. You must be reliable & trustworthy and a full driving licence is essential. Knowledge of the general building trade would be helpful but not essential.

Key elements of this role include:

- a) Overall responsibility for organising the material and equipment stores at our Farnham offices.
- b) Booking in and out of materials and equipment as required.
- c) Accepting deliveries and notifying personnel that they have arrived.
- d) Delivering & Collecting materials and equipment from sites in London and the South East as required.
- e) Transferring stock and equipment between Farnborough and Farnham stores.
- f) Marking up tools and equipment.
- g) Ensuring pool vehicles are clean and tidy.
- h) Towing small trailers.
- i) Driving vehicles including cars & Vans.
- j) Keeping plant and machinery clean and tidy and arranging servicing where required.
- k) Carrying out small handyman jobs around the offices and stores.
- l) Assisting others with two man tasks if necessary.
- m) General maintenance and tidying of the business park.
- n) Moving plant and machinery between sites.
- o) Attending training courses as necessary to operate MEWPS, plant and equipment for deliveries.

1. **Lead by example and uphold and maintain the Company image at all times.**
2. Motivate colleagues to work diligently and efficiently. Report any perceived shortcomings to your Manager.
3. Ensure that all sites and working spaces are maintained in a neat and tidy condition and tools and equipment are not left lying around. This is a Health and Safety requirement. As part of this, ensure that fire escape routes are not obstructed by work operations and fire doors are not propped open.
4. Ensure that Health and Safety Plans, Site Risk Assessments and measures are being adhered to.
5. Ensure that protection is applied to furniture, finishes and equipment, where appropriate when a task is being performed. Also, ensure that any necessary warning notices and barriers have been placed.
6. Ensure that any timeframes or working times are being maintained. Keep your Manager informed of progress and any problems on a daily or hourly basis.
7. Ensure you are smartly dressed, clean and wearing RME uniform plus any PPE if necessary for the task in hand. If any items of these require replacement, the appropriate request should be made to your manager.
8. Ensure any plant, tools or equipment are adequately secured for transportation in accordance with the law.
9. Work closely alongside other all other staff members to achieve good internal working relationships.
10. Maintain and update your personal calendar hourly / daily as necessary including travel times.
11. Carry your company mobile phone at all times.
12. Be an active positive member of the team.