

Job title: Relief Driver

Reports to: Transport Supervisor

Location: Slinfold, West Sussex

Role Summary: To work in production as an assembly operator whilst also acting as a spare driver, to support our HGV fleet. When a driver is unavailable due to holiday or sickness you will step in to drive the truck and complete the delivery schedule. You will therefore be on standby.

Roles and Responsibilities – Driver

- To drive in a safe, respectful and competent manner always, respecting other road users and acting as a positive extension of the company in marketing Cordek.
- To ensure that all truck journeys are conducted in compliance with all relevant UK legislation to include all DVSA requirements, government legislation and FORS, including tachograph readings, driver hours, maintenance schedules and health and safety law.
- To oversee and assist with the loading of your truck in the Cordek yard, making sure the product loaded matches the delivery documentation assigned for that day's route.
- To help ensure a high levels of fleet utilisation is achieved, you should work to reduce lost time on customer sites and non-scheduled or additional breaks.
- To act responsibly in the management and safe keeping of your truck, by driving, parking, loading, and maintaining your truck in a compliant and responsible manner.
- To not interfere or alter any vehicles or equipment in any manner, and to immediately reports any damage to the transport office
- Swift reporting of accidents or incidents to the transport office that occur on the road or site
- Complete all administrative tasks associated with role, including work sheets, tachograph records, delivery paperwork, proof of delivery and holiday records.
- To assist with any task at Cordek if you are not required to drive, which could include working in production, the yard, or the office in completing any tasks requested.
- To undertake additional training as and when required

Roles and Responsibilities – Production

- This job is physical and will involve some repetitive lifting and carrying
- To cut, trim, glue or pack our product in accordance with instructions
- To complete woodworking tasks in the construction of frames, jigs or boards
- To apply pastes, glass fibre, tapes and solvents in preparation of our products
- To organise and prioritise tasks, follow work instructions, engineering drawings and works orders, perform basic quality checks against product specifications and drawing tolerances.
- Maintaining a well organised and tidy production facility, adhere to all Health & Safety requirements and ensure compliance with Company policies and training requirements
- To operate all factory machinery in a safe and competent manner, in accordance with any instruction or training given, installation manual or course provided.
- To perform any basic maintenance or repair to any machine as trained and authorised.
- To provide support and training to other team member learning how to operate machines
- The aptitude to work more than one machine at a time. (due to long running cycles)
- Reporting of equipment and/or health and safety issues

Key skills/qualifications

- At least 5 years' experience in the transport industry and a current CPC licence holder
- Experience with driving 7.5 ton within a customer facing environment, unloading on site
- Full and Clean UK driving license.
- Beneficial if you also hold a LGV/HGV Class 2 License
- Forklift licence would be beneficial although full training will be provided
- This job is physical and will involve some lifting and carrying to load / offload your truck
- Excellent communication skills in both written and verbal English
- Knowledge of health and safety regulations would be beneficial
- FORS and CROSSRAIL Compliance training will be given

Person Specification

- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English
- A team player with initiative and good communications skills
- An ability to work under pressure and to prioritise work to meet deadlines