

**JOB PROFILE****DEPOT CLEANER/DRIVER**

**Job Title:** Workshop Cleaner / Driver

**Accountable to:** Branch Manager

Reporting to the Depot Manager, the post holder will undertake regular housekeeping and maintenance duties in and around the workshop / depot area.

**Particular areas of responsibility will be to: -**

- Provide a high standard of cleanliness & tidiness in relation to all areas of the workshop and depot inclusive of car park in order to maintain the company image and a safe working environment.
- General duties to include cleaning of office toilets & canteen areas, emptying of workshop bins, cleaning of workshop and pits, attending to spillages.
- Steam cleaning vehicles and trailers for the inspection of mot,' including maintaining the equipment and reporting any defects.
- Assist stores with goods in / out, cleanliness and parts delivery
- Duties to include the operation of forklift truck dependent upon holding licence
- Ensure that all aspects of Health & Safety regulations and safe working practise are adhered to including the mandatory wearing of personal protection equipment (PPE) and use of machine guarding where required.
- Safe handling and awareness of any hazardous liquids / chemicals which may be in use
- Collection and delivery of customer vehicles
- Presentation of vehicles to MOT
- Ensure all customers and company vehicles are handled with care and all reasonable steps are taken to return the vehicle in a clean and tidy condition
- Maintain company vehicles to meet service requirement and cleanliness

The above list is not exhaustive and as expected in a position of this nature the employee would be expected to attend to any duty requested as may be deemed necessary to ensure the depot is maintained to Company standard.

**Candidates should be able to demonstrate: -**

1. Ability to organise work on own initiative.
2. Ability to work under pressure
3. Ability to actively seek solutions to problems.
4. Flexibility to undertake a wide range of tasks.
5. Excellent awareness and understanding of health and safety requirements.

**Qualifications required**

- Clean valid driving licence
- HGV Licence
- Forklift Truck Licence