

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