

## Kent County Council

### Job Description: Warehouse Person / Driver

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| <b>Directorate:</b>    | <b>Growth, Environment &amp; Transport</b>           |
| <b>Unit/Section:</b>   | <b>Libraries, Registration &amp; Archives</b>        |
| <b>Grade:</b>          | <b>KSA</b>   |
| <b>Responsible to:</b> | <b>Team Leader – Stock &amp; Specialist Services</b> |

#### **Purpose of the Job:**

Primarily this role supports the Stock Services team in the maintenance and management of the warehouse, sorting incoming stock for distribution to libraries, prisons, and register offices.

To provide holiday and sickness cover in the Transport Team, making deliveries of books and other materials to Library, Registration & Archives (LRA) premises and prisons across the county for the internal van delivery service.

#### **Main duties and responsibilities:**

##### **Warehouse Duties:**

- Sort incoming stock and post for distribution to libraries premises, prisons, and other County Council offices adhering to manual handling best practice at all times
- Prepare crates for collection by delivery drivers according to delivery schedules, ensuring they are packed in line with agreed weight limits so they can be safely transported
- Accept incoming deliveries from suppliers and/or couriers, utilising equipment safely and locating deliveries appropriately within the warehouse to maintain a safe, workable environment for all teams using the building
- Inform the Stock Service Team Leader of any problems or backlogs encountered that are likely to adversely affect service delivery
- Work under supervision of the Stock Services Team Leader to tidy and adjust the distribution warehouse as necessary
- Assist with processing new stock to be delivered to libraries

##### **Driver**

- Drive and maintain a vehicle to make deliveries of books and other materials to LRA premises, residential homes, and prisons. You will be part of a team of drivers, however whilst carrying out these duties you will be working alone
- Ensure the vehicle is fit for the road by undertaking and logging daily routine checks of lights, tyres, oil, water etc. and reporting any defects to maintain the safety of driver and goods
- Ensure the vehicle is loaded safely, using manual handling best practice, and storing all deliveries to make the most efficient use of the vehicle for optimum efficiency and safety
- Drive in accordance with the Highway Code regulations and take responsibility for the vehicle, including security and the completion of paperwork to provide a safe and efficient service

- Maintain a clean vehicle both inside and out to provide a clean environment for users of the vehicle
- Maintain the security of all unstaffed buildings after deliveries and collections have been made, by keeping keys and security codes secure and locking buildings, to ensure the security of buildings
- Display an active commitment to a customer focused service by placing the customer at the heart of every aspect of the work, engaging with internal customers in a friendly, helpful manner and achieving the best possible outcome for the customer

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Warehouse Person / Driver

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>   |
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| <b>QUALIFICATIONS</b>       | <p>Educated to GCSE/NVQ level 2 or can demonstrate equivalent depth of knowledge and experience.</p> <p>Can demonstrate the ability to use IT relevant to the post, such as Microsoft Office.</p> <p>Clean, Full valid UK driving license with experience of driving medium to large vans up to 3.5t.</p>   |
| <b>EXPERIENCE</b>           | <p>Experience of working in a busy office environment with competing and changing priorities.</p> <p>Experience of making deliveries and pickups according to daily schedules in accordance with relevant transport and highway regulations.</p>  |
| <b>SKILLS AND ABILITIES</b> | <p>Able to work effectively as part of a team</p> <p>Ability to organise workload in accordance to daily schedules and working patterns</p> <p>Able to undertake day to day operational duties unsupervised, read, understand, and follow directions/instructions</p> <p>Able to adjust to flexible working schedules as business need requires i.e. provide cover for transport team potentially at short notice</p> <p>Able to manually handle and load deliveries efficiently and safely. May require bending, stretching, reaching and/or lifting in line with Health &amp; Safety regulations</p> <p>Able to engage with customers to ensure satisfactory service delivery on behalf of LRA.</p> <p>Ability to respond appropriately when faced with difficult situations e.g. complaints from internal customers.</p> |
| <b>KNOWLEDGE</b>            | <p>Understands and able to apply Health &amp; Safety procedures relevant to the job, identifying and addressing potential dangers to self, colleagues, and the public</p> <p>Knowledge of relevant transport and highway regulations</p> <p>Knowledge and compliance with equality policy, procedures, and legislation</p>  |

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| <p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding, and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding, and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families, and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p> |
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