



**Van Driver – Semi Retail – Cheltenham Depot (HR263)
Permanent, Full time hours as required over 7 days per week
Includes nights and weekends**

Are you an experienced Van Driver?

Cotteswold Dairy, a long standing family business with over 80 years' successful history, is looking for an enthusiastic and reliable individual to join the Semi Retail team at the Cheltenham Depot.

We have an exciting opportunity for an enthusiastic Van Driver with excellent customer service skills and a UK driving licence that allows you to drive a vehicle to join our Cotteswold family.

We welcome Drivers who have a passion to learn and develop as you will have the opportunity to gain your Cat C/Class 2 licence and progress to become a Cat C/Class 2 Driver at the Dairy.

As a representative of Cotteswold Dairy, Quality and Customer Service is at the core of this role. Some of the key duties include:

- Driving vehicles up to 3.5 tonnes
- Delivery of dairy and other products to Semi Retail customers
- Intensive multi-drop rounds (30-60 drops per night)
- Completing stock rotations
- Bank Holiday, night and weekend working

You will work on a rota basis of any 5 from 7 days per week. This will therefore include weekend working. You will be working nights as rounds leave the Cheltenham depot between midnight and 3am daily.

You will be a safe and courteous driver, have an eye for detail and have experience of delivering excellent customer service and building good customer relationships. You will have multi-drop experience.

We are committed to training and giving you the skills and abilities to carry out your role, providing progression and opportunities, allowing you to build a long term relationship with the Company. In addition to this, we offer:

- Competitive salary, enhanced by a driving bonus
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

For an informal discussion about the role, please contact the Cheltenham Depot Management Team on 01242 672426.

To download an application form please visit the Careers page at www.cotteswold-dairy.co.uk, or email your CV to hr@cotteswold-dairy.co.uk

On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.



Job Title:	Semi Retail Van Driver
Department:	Semi Retail - Cheltenham
Base Location:	Cheltenham
Hours:	An average of 48 hours per week over 7 days
Responsible to:	Assistant Depot Manager
Responsible for:	N/A

JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

The Team Cotteswold Vision:

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work. The Semi Retail Van Driver role is key in supporting this vision.

Overview:

The role is to work as a delivery driver delivering to our various customers including shops, restaurants, schools, and trading estates. Orders are unloaded by hand and occasionally unloaded by fork truck.

Main Duties & Responsibilities:

- The delivery of dairy and dairy related products to regular customers
- Completion of Daily start-up Defect Sheets
- Weekly driving Activity Sheets
- The operation of electronic handheld units for ordering and invoicing
- The loading/unloading of Company vehicles
- Providing accurate information in a timely fashion as required by the Assistant Depot Manager
- The provision of a clean and presentable vehicle at all times
- Undertake any other duties considered essential for the effective operation of the Depot



Skills (Essential):

- Strong organisational skills with professional and clear communications skills
- Experience of delivering excellent customer service
- Positive attitude possessing high levels of commitment, motivation and flexibility
- Have an eye for detail to ensure accuracy and precision
- Good time keeping skills
- Comfortable with working nights
- Ability to operate on own initiative
- Full UK driving licence.

Skills (Desirable):

- Experience of the dairy industry or similar delivery, retail business
- Experience of electronic handheld units (although full training will be given).

Competencies:

Problem Solving:

- Pro-actively solve problems and issues, with creative solutions.

Communication:

- Strong ability to communicate at all levels in the organisation
- Excellent written and oral communication skills.

Team Work:

- Ability to work on own initiative
- A team player with a positive and flexible attitude
- Takes responsibility for personal development, and continued professional development.

Planning & Organising:

- Ability to plan day to day activities.