



THURLOW NUNN STANDEN

Job Description

Job Title: Driver/General Maintenance Person
Reports To: Service Manager
Job location: Hinderclay Hall, Hinderclay, Diss IP22 1HN

Job Purpose

Maintenance of a clean and tidy yard; General maintenance of buildings; Delivery and collection of machinery and parts, as required.

Key Accountabilities

General: Carrying out daily yard cleaning and maintenance
Driving company commercial vehicle to deliver and collect machinery, run errands etc
Unloading and loading of deliveries
Unpacking machinery and equipment
Maintenance of exterior wash bay
Maintenance and cleaning of washroom facilities
General internal/external building maintenance
Daily plant and vehicle checks
Planting and maintaining flower tubs and beds, grass cutting, hedge trimming etc
Packaging and waste disposal

Administration: Completion of vehicle check sheets, H&S risk assessments

Databases: Not Applicable

Communication: Liaison and communication with customers and colleagues.

Job Dimensions

Staff: No direct reports, but working within a team.

Planning: Planning personal activities in accordance with requirements.

Confidential Information: Not Applicable.

Degree of Supervision: Supervised by Service Manager.

Contacts: Dealership management staff and customers.

Working Conditions: Based at the Hinderclay branch but carries out collections and deliveries, as required.

Equipment and Tools: Facilities maintenance and cleaning equipment.
At times the post-holder will be expected to perform duties outside of this job description in order to ensure the maintenance of a high level service to our customers.

Specific role requirements: Full clean driving licence
This is a physically demand role that includes a significant amount of manual handling.