



Employment Pack

*Exciting
Opportunities*


REGAL
Fish Supplies Ltd



Join Our Team

Regal Fish Supplies Ltd

Ardent Road, Falkland Way
Barton Upon Humber
North Lincolnshire
DN18 5RN

Telephone 08453 893 973

Fax 01652 634 790

www.regalfish.co.uk



JOB DESCRIPTION

<u>Job Title:</u>	Delivery Operations Driver (North)
<u>Department:</u>	Operations
<u>Location</u>	Deliveries are made from Grimsby, North East Lincolnshire.
<u>Responsible to:</u>	Operations Manager
<u>Responsible for:</u>	Delivery of fish to customers
<u>Key Relationships</u>	Operations Manager Operations Administrator

Main Duties:

1. Responsible for delivering fish orders to the customer.
2. To be responsible for organising drop off route for orders.
3. To ensure that the "Drivers Delivery Code" is adhered to
4. To be responsible for storing the goods in the correct manner
5. To be responsible for the return of unsold products in a satisfactory condition.
6. Collection and reconciliation of company monies.
7. To ensure that the vehicle is driven in a safe and legal manner
8. To conduct a daily maintenance check of the vehicle
9. To always present yourself in a smart and presentable manner whilst working for the company.
10. To be aware of responsibilities under the Health & Safety Act
11. To abide by the Company Hygiene Policy for the delivery of fresh and frozen goods.
12. Any other task given to you by management.

Other Responsibilities

1. To be responsible for the safe keeping of the following items for the duration of the employment with the company.

Vehicle
Uniform
Phone
Takings
Company issued tools

Knowledge & Skills Required:

Organisational skills
Full Car Driving Licence
Geographical knowledge
Basic knife skills

Special Working Conditions

This role entails working long hours, distance driving and handling of dry ice.



JOB DESCRIPTION

- Job Title:** Delivery Operations Driver (South)
- Department:** Operations
- Location:** Deliveries are made from Grimsby, North East Lincolnshire on Monday/Tuesday and Northampton from Wednesday to Friday.
- Responsible to:** Operations Manager
- Responsible for:** Delivery of fish to customers
- Key Relationships** Operations Manager
Operations Administrator
Southern Supervisor
- Main Duties:**
1. Responsible for delivering fish orders to the customer.
 2. To be responsible for organising drop off route for orders.
 3. To ensure that the "Drivers Delivery Code" is adhered to
 4. To be responsible for storing the goods in the correct manner
 5. To be responsible for the return of unsold products in a satisfactory condition.
 6. Collection and reconciliation of company monies.
 7. To ensure that the vehicle is driven in a safe and legal manner
 8. To conduct a daily maintenance check of the vehicle
 9. To always present yourself in a smart and presentable manner whilst working for the company.
 10. To be aware of responsibilities under the Health & Safety Act and work in a safe manner.
 11. Any other task given to you by management.

Other Responsibilities

1. To be responsible for the safe keeping of the following items for the duration of the employment with the company.

Vehicle
Uniform
Phone
Takings
Company issued tools

Knowledge & Skills Required:

Organisational skills
Full Car Driving Licence
Geographical knowledge
Basic knife skills

Special Working Conditions

This role entails working long hours, distance driving and handling of dry ice.

PERSONNEL SPECIFICATION
Multi-Drop Driver

Person	Essential	Desirable	How assessed
<u>Impact on others</u> Appearance Speech Manner Self Confidence Competence in dealing with people	Clean and well dressed Clear speech Friendly, pleasant Confidence, enthusiasm, approachable and accommodating Good interpersonal skills, must be tactful and discreet	Certain to create the right impression Able to communicate with all types of people. Sufficient to make own decisions within sphere of competence High degree of tact and discretion when dealing with customers	Interview Interview Interview Interview
<u>Qualifications</u> General Education Occupational qualification	Good standard of education Car Driving Licence Excellent driving record	Basic Food Hygiene Certificate Basic Health & Safety Certificate Previous experience as a multi-drop driver.	Application form Sight of licence Application form Interview
<u>Abilities</u> Aptitude	Numerate, good written and oral skills. Able to apply information intelligently Ability to meet deadlines. Geographical knowledge of U.K.	Ability to organize own work load Computer literate Be able to skin and bone fish if necessary	Interview Application form Interview
<u>Motivation</u> Ability to organize own work and set self goals Ability to work alone or in a team	Must recognise main purpose of own job and be able to plan route in accordance with drops. Able to work alone	Ability to establish efficient working practices. Ability to work alone where necessary and motivate self to meet co. standards.	Interview Interview
<u>Adjustment</u> Responsibility and Reliability Acceptability	Collection and reconciliation of company monies. Appearance and manner should be acceptable to staff and customers	Should create a good impression with the customers Should be able to communicate effectively in a friendly open way with the colleagues and customers	Interview Interview

For Office use only

Date Application Received:.....
No......

Application



CONFIDENTIAL

Ardent Road,
Falkland Way,
Barton on Humber,
DN18 5RN

Application for employment as:.....

Surname (Block Letters)

Other names:.....

Address:.....

.....

.....Postcode:.....

Telephone:.....

Current Driving License: YES/NO

Details of current endorsements:.....

.....

Please tell us about any other jobs you have done and about the skills you used and/or learned in those jobs.

Please tell us why you applied for this job and why you think you are the best person for the job.

If you have any disability please tell us about any adjustments we may need to make to assist you at interview.....
.....

Please tell us if there are any dates when you will not be available for interview.....
.....

Data Protection Notification: (please read carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act, 1998.

Signed..... Date.....

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed.....

Delivery Operations Driver.

Please fill in the questionnaire and send back with your application form.

- | | Yes | No |
|--|--------------------------|--------------------------|
| ▪ Have you ever been refused motor vehicle insurance or continuance thereof? | <input type="checkbox"/> | <input type="checkbox"/> |

Comment.....
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- | | | |
|---|--------------------------|--------------------------|
| ▪ Suffered or are suffering from any disease, physical or mental infirmity which could affect your ability to drive including diabetes, fits or any complaint of the heart? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Comment.....
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- | | | |
|--|--------------------------|--------------------------|
| ▪ Have you during the last 5 years been convicted of any of the following motor offences:- | | |
| - Manslaughter | <input type="checkbox"/> | <input type="checkbox"/> |
| - Causing death by dangerous driving | <input type="checkbox"/> | <input type="checkbox"/> |
| - Dangerous driving | <input type="checkbox"/> | <input type="checkbox"/> |
| - Driving under the influence of drink or drugs | <input type="checkbox"/> | <input type="checkbox"/> |
| - Failing to stop after an accident | <input type="checkbox"/> | <input type="checkbox"/> |
| - Any offence or combination of offences which resulted in suspension from driving. | <input type="checkbox"/> | <input type="checkbox"/> |

Comment.....
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