

Job Description:
 Mailroom / Driver

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| Function:  | Mailroom / Print Room / Chauffeur Duties |
| Position:  | **Mailroom Operative / Driver** |
| Contract Days: | Monday - Friday |
| Contract Hours: | 24 hrs. |
| Hours of work: | Tuesday, Wednesday & Thursday – 8.00am – 4.30pm |
| Immediate manager (N+1 Job title and name): | Peter Kitchen – Contracts Manager  |
| Position location: | Renfrew |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Collecting mail from local sorting office
* Sort incoming mail
* Distribute mail around site
* Franking mail and organise to leave site
* Driving/chauffeur duties
* UPS systems - dealing with out-going parcels and other client requests.
* General janitorial duties.
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| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Comply with all site regulations for mail room/print room materials and equipment as laid down by client and Sodexo.
* Ensure a high standard of personal hygiene and appearance and general cleanliness to comply with statutory and Company regulations, wearing company uniform as specified.
* Draw to the attention of the Sodexo Management any potential hazards on site or infringements of Health & Safety Legislation.
* Attend training & H&S meetings as is necessary to maintain standards in the contract and assist in carrying out the job role efficiently
* Ensure all equipment is kept clean & maintained in safe working order. Report any defects to the Sodexo Management immediately
* Comply with all Sodexo Company policies procedures and client site rules and regulations
* Comply with all Company & client policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
* Carry out other reasonable tasks as directed by management
* Report and take necessary action for any incidents of accidents, fire, theft, loss, damage, or other irregularities.
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| **4. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Willing to work extra hours to cover sickness and holidays
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| 5. Signature* I agree that I have been fully briefed on my job role and that my job description has been explained.

Employee’s Signature:Employee’s Name:Date:Manager’s Signature:Managers Name:Date: |