



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT: Warrens Wholesale
POST: Labourer/Driver
RESPONSIBLE TO: Operations Supervisor

JOB PURPOSE: To provide an efficient service preparing and distributing goods to customers and company outlets.

JOB OUTLINE:

- To prepare and distribute ambient and frozen orders for Customers and Company outlets.
- To assist with the cargo clearing operations.
- To provide excellent customer service at all times to both internal and external customers.
- To carry out cycle counts as and when required and ensure stock is effectively rotated within Wholesale.
- To perform maintenance and minor repair work.
- To perform cleaning duties as necessary.
- To assist other Company Retail Outlets as and when required.
- To comply with the Mercantile Grocery and Company health & safety guidelines.
- To be responsible for cash security on deliveries and adhere to cash handling & security procedures, as stated in the Cash Control Policy
- Any other related duties as required by Management.

SPECIAL CONDITIONS:

- Out of hours work as required, which including festive periods.

- In possession of a clean valid divers license including Class D & ideally H3 (Forklift Truck)
- Ability to undertake physically demanding and manual handling duties

Person Specification

- Customer focused and able to work to meet deadlines
- Confident communicator
- Problem Solver
- Ability to follow instructions and work as part of a team
- A flexible and adaptable approach to work
- Be conscientious and diligent and show attention to detail
- Ability to work on own initiative
- Committed to providing excellent customer service
- A positive attitude