

Flint Hire & Supply

Provisional Job Description

Goods In Operative & Relief Van Driver

Salary & Benefits

A pay rate of £10.85 per hour is offered. In addition there is a company bonus scheme based on sales and profit targets. The successful candidate will serve a three month trial period during which no notice need be served by either side. The company will pay four weeks holiday per calendar year, on a pro-rata basis in the first year. An extra day's holiday is allowed per year thereafter up to a maximum of five additional days. The company will pay statutory sick pay in the first twelve months' of employment and then a maximum of ten days full sick pay in any twelve month period. The company has an auto-enrolment Pension Scheme.

Overall Purpose

To process purchase orders into the warehouse using the company's EWS system and to provide holiday and sickness cover for the Van Driver, driving the company's transit-sized van.

Key Duties

- To receive goods using the company's EWS system and the documented procedure
- To quarantine lifting gear for the Technical Sales Director's approval
- If qualified, to operate the fork lift trucks
- To provide cover for the Van Driver and other driving duties as may be required
- To flag stock discrepancies and non-functioning bar codes to the appropriate supervisor
- To undertake periodic stocktaking duties
- To ensure that health and safety rules are adhered to
- To ensure that the warehouse is left in a clean and tidy state at the end of each working day

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Other Duties

- If trained, to assist with scaffold cutting.
- To attend monthly staff meetings
- To undertake further training as necessary
- To inform senior management of any health & safety problems
- To suggest any improvements or ideas that would be of benefit to the company
- To act in the best interest of the company at all times

Location & Hours

The position will be based at the company's Deptford warehouse. The hours of work will be 40 hours per week between 8.00am and 8.00pm, typically either 8.00am to 5.00pm or 8.30am to 5.30pm. Some flexibility is required particularly during the autumn period when a double-shift pattern may be in operation

Reporting Relationships

The Goods In Operative & Relief Van Driver will be responsible to Dave Allen, Warehouse Supervisor and to Jay Furnival, Warehouse Manager. Ultimately responsible to Ben Lyle, Managing Director.

Person Specification

The Operative will be organised, diligent, honest and reliable. A full, clean driving licence, which must have been held for at least one year, is essential. For insurance reasons applicants must be over 21. A demonstrable, thorough knowledge of London will be beneficial. A current counter-balance fork lift ticket will be an advantage. Training will be given but experience in a warehouse is also essential. The job involves some heavy lifting so candidates should be physically fit.

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Company Profile

Established in 1981 to provide the theatre industry with a single source for specialist theatre hardware and paints, Flints cater for Stage Managers, Production Managers, Workshop Managers, Scenic Artists, Engineers, Carpenters, Painters and Propmakers.

Flints are the major supplier of theatrical goods in the UK. Our buying power allows us to pass on excellent value to our customers and our unrivalled experience ensures that the products we stock are perfectly suited to the industry. In recent years we have expanded our client base to include shop display, museums, the film, television and marine industries. In 2009 Flints achieved ISO9001 registration reinforcing our commitment to quality and to a process of continual improvement in our business practices. We gained Living Wage Employer status in 2018 and are committed to supporting local people through our apprenticeship program.

In 2012 Flints moved into our current distribution warehouse in Deptford. This has allowed us to continue to expand our operations in the UK and overseas.

9/9/2021