

Fleet Operative Job Description

JOB TITLE: Fleet Operative

ACCOUNTABLE TO: Fleet Manager

LOCATION: Stone Castle, Greenhithe, DA9 9XL

HOURS: Monday – Friday 08:00 – 17:00

SALARY: £19,760 per annum

Reporting to the Fleet Manager, this role involves working within the fleet team to achieve the daily tasks. The post holder will be responsible for deep cleaning the ambulances, ensuring all equipment is safety checked, the vehicles are restocked according to vehicle equipment lists. There is also a requirement to assist with the rotation of vehicles amongst the sites.

Once these duties have been performed the individual is required to update records accurately and correctly. The job purpose is to provide and maintain a safe and clean environment for non-emergency patients and all Savoy Ventures Ltd staff.

Must have held a full UK manual driving license for a minimum of 2 years, and have no more than 6 penalty points for insurance purposes

Main Tasks and Responsibilities

- Transportation of fleet vehicles to and from destinations as instructed by the fleet manager
- To work according to the company's infection control policy and procedures
- To perform deep cleaning of vehicles according to company procedures
- To restock vehicles accurately using vehicle equipment lists.
- Report all defects and deficiencies of the vehicle and equipment to the Fleet Manager
- Report vehicles that arrive to the yard in an untidy condition to the Fleet Manager
- Carry out risk assessments to assess hazards, then implement safe systems of work to reduce risks to yourself, and other persons involved.
- To work in line with the company's cleaning manual.

Personal Specification

- Extensive experience within a similar environment and with similar duties is desirable
- Proven ability to communicate at all levels
- Strong organisation skills and ability to multi task whilst under pressure
- Pro-active attitude with track record of ability to implement change successfully
- Proven ability to be flexible within an environment where priorities are constantly changing
- Must maintain a high level of professionalism at all times
- Must be well organised and hard working
- Must have excellent attention to detail
- Common sense and able to demonstrate a sense of ownership

Benefits

- Access to our employee assistance programme
- Eligibility for discounts with retailers and travel agents; online and on the high street
- Refer a friend scheme
- Employee of the month scheme
- Company events
- 28 days holiday including Bank Holidays per year