



## **Job description –Transport Assistant Manager (Fleet & Dispatch)**

**Contract: Full Time**

### **Why Freshview?**

If there's one word that encapsulates the ethos of Freshview Foods, it's 'excellence'. This applies to the quality of the produce we deliver as well as the levels of service we offer to our customers.

At Freshview Foods, we understand that commercial success is driven by talented employees and loyal customers. Just like our dedicated team members, who constantly go the extra mile to ensure our company's high standards are maintained and exceeded, Freshview is committed to ensuring our people feel safe, valued and engaged.

### **What you'll be doing**

Along with Transport Manager you will be responsible for the safe & efficient running of the distribution department, maintaining high levels of efficiencies whilst ensuring that our high customer standards are met.

You will have a lead role in managing the Fleet in Safety and Financial performance to ensure Compliance and Budget adherence.

Assist in delivering the operation against the agreed dispatch schedules complying with specific customer requirements. Achieving this with efficient scheduling and monitoring of all routes and drivers which will remove excessive costs or downtime out of the business.

You will ensure that the operation performs safely, effectively, and efficiently daily and complies with all Health and Safety and Food Hygiene regulation standards.

*This is a full-time contract, 40 hours, 5 shifts out of 6 operational days per week.*

*Based at: Freshview Foods Ltd, Unit 2 Lowfield Drive, Wolstanton, ST5 0UU.*

*Start and finish times vary but predominantly 6am-2.30pm -flexibility is required.*

**Salary: up to £33k per annum**

## Your Key Responsibilities

### Fleet:

- Lead responsibility for planning of all vehicle repairs and servicing co-ordinating with suppliers while ensuring vehicle availability for operations.
- Perform daily and weekly audits on paperwork to ensure procedures are being adhered to and suggest changes if required.
- Lead role in ensuring that any accidents are properly investigated, and all reports completed accurately and promptly.
- Ensure that digital and paper tachograph records are maintained and filed correctly, safeguarding driver's hours are within legal boundaries.
- Lead role in ensuring that vehicle checks pre-run (driver) and post run (Admin/Mgt) are effective and all defects properly investigated and actioned.
- Ensure all vehicles are cleaned and maintained to a safe operating standard, while making sure that only the correct cleaning equipment and chemicals are used.
- Responsibility for Fleet budget ensuring suppliers are providing an efficient and competitive service including close monitoring of R & M costs.
- Ensure that all areas under your control satisfy the most stringent legal hygiene requirements and that staff are ill or injured receive the correct treatment or are not allowed to work.
- Monitor that all driver licences are compliant in conjunction with "Driver Check" provider.

### Operations:

- As part of the Transport Management team ensure the Morning Despatch operates safely and efficiently in order that drivers are departing the depot within 30 minutes.
- Assist in the development and deployment of systems to maximise the efficiency of the operation, while ensuring budgets and costs are maintained.
- Support as required the daily driver de-brief with all drivers and accurately record information onto databases and spreadsheets.
- Supports the management of the Banksman to ensure vehicles are ushered in and out of the yard and that employees, visitors and customers are safe from moving vehicles.
- Ensure key information is communicated in a professional manner to all drivers as required.
- Assist in driver training and assessments.
- Attend any staff training as directed by your line manager.
- Liaise with Purchasing and ensure produce is collected as and when required.

### General & Support:

- Support the Routing management for route performance and mileage.
- Follow and implement current and new standards/procedures as set by the Company.
- Assist the Transport manager with any disciplinary issues concerning staff, to perform investigations and disciplinarians when required.
- Ensure that all company procedures are always adhered to by all staff and report any issues to the relevant line manager
- Deputise for the Routing/Head of Department when required.
- Work in a team-based environment where all managers/employees work together for the good of the business.
- Support the business in providing ongoing intelligence/data/information that can be used by other departments to make more informed decisions.
- Ensure that all applicable legislation (H&S, Hygiene, BRC, etc) for a modern food business are in place and adhered to by all and that any violations are reported to the business.
- Maintain and contribute to a working knowledge of Freshview policies and regulations.

## Skills & experience

- Ability to work in a very busy environment and to demonstrate initiative with a “level-headed” approach.
- Lead by example and act with honesty and integrity at all times.
- Actively seeks new knowledge and skills. Sponsors and supports the development of your team.
- Fleet management experience & qualifications (CPC desirable)
- 2 years’ experience in a management position.
- High Geographical knowledge and above average understanding of the industry/role requirements.
- Customer focused and solutions driven.
- Able to develop and maintain strong relationships across the business.
- Experience using systems and with good knowledge of Excel and Outlook.
- Able to deliver results.
- Outstanding communication skills and a confident handler of people.

## Personal qualities

- Ambitious - to always provide excellent service to our customers.
- Commitment - to continually support and show care to the business and our customers.
- To show Respect to our colleagues, suppliers, customers and the community.
- Flexibility to go the extra mile.



## WHAT'S IN IT FOR YOU?

28 days holiday pro rata (including bank holidays),  
plus extra holidays for long service (up to 5 days)

Employee discount on our  
produce

Enhanced maternity/paternity package

Company events

Cycle to work scheme  
(we'll cover the cost initially so you  
can get your bike tax-free)

Life Insurance cover\*

Training and development opportunities open  
to all.

Birthday card on your birthday

Free Health Insurance\*

Wellbeing resources, including Mental Health First Aiders  
and access to free health and wellbeing services such as  
counselling and physiotherapy. Your wellbeing is a top  
Priority

Christmas food hamper

Free fruit at work

\*With 12 months service

**BRCS**

Food Safety

**CERTIFICATED**

