

About us...



The town of Southwell in Nottinghamshire is the original home of Gadsby's bakery and where all of our delicious bread, rolls, cakes and confectionery are still made today. Whilst the bakery has grown and expanded to meet the demands of modern day retailers, you can still find the same traditional values laid down by Ron Gadsby which underpins the foundations of our business.

Essential Information – what you need to know

Job purpose:

- Delivering Gadsby's bakery products safely, on time and in full to our network of internal and external customers.
- Ensuring product quality, legal compliance and customer satisfaction are maintained from dispatch to delivery.
- Representing the bakery professionally on the road and at every drop, working closely with transport and production teams to ensure deliveries run smoothly.

You'll report to:

- Gadsby's Transport Supervisor

Your hours

- 40 hours per week (FTE)

Your relationships:

- All colleagues from within the Gadsby's Bakery team
- The wider Commercial team, including colleagues in Buying, Merchandising and Administration.
- Customers, clients, suppliers and stakeholders from local community groups.

What you'll bring to us:

- A full UK driving licence and experience operating commercial delivery vehicles.
- A strong sense of personal responsibility and pride in completing each route safely and efficiently.
- A customer-focused approach and professional communication skills at each delivery point.
- The ability to work independently and follow route plans accurately.
- Confidence in completing and checking delivery paperwork and vehicle checklists.
- A pro-active attitude to safety, maintenance and cleanliness of your vehicle.
- Good awareness of basic food safety, temperature control and product handling.
- Flexibility to respond to route changes, delays or challenges calmly and constructively.
- A willingness to support colleagues in loading, unloading, and cross-department collaboration.
- Previous multi-drop or food delivery experience is desirable, but not essential.
- A flexible and pro-active mindset, with the ability to adapt to operational needs or time pressures.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities:	- Completing thorough vehicle safety checks at the start of each shift, reporting any defects promptly to ensure roadworthiness and legal compliance. - Loading the delivery vehicle in correct drop sequence, following safety and manual handling procedures to avoid damage or injury. - Checking all products for quality, accuracy and correct labelling before loading to minimise errors or customer complaints. - Following designated route plans and delivery schedules to ensure timely and efficient drops. - Recording product and vehicle temperatures at designated checkpoints to maintain cold chain compliance and meet food safety standards. - Completing all necessary paperwork accurately, including delivery notes, drop sheets, returns and vehicle logs. - Liaising with the bakery and transport teams to confirm any product shortages, late additions, or delivery exceptions. - Maintaining the cleanliness, tidiness, and legal compliance of the delivery vehicle, including regular checks of tyres, fluids and lights. - Delivering a wide range of bakery products safely, courteously, and in accordance with agreed service levels. - Communicating promptly and clearly with the Transport Supervisor regarding route issues, delivery delays or vehicle faults. - Handling all goods with care to protect product integrity and reduce damage during loading, transit and unloading. - Supporting colleagues in the loading area when required, particularly during high-volume or time-sensitive periods. - Understanding and consistently following all Society policies, food hygiene standards and health and safety requirements. - Reporting any hazards, near-misses, vehicle incidents or unsafe conditions immediately to help maintain a safe working environment. - Complying with all legal and Society-specific regulations regarding commercial driving, including tachograph, licensing and break requirements. - Supporting with any picking and packing duties should the delivery route be completed sooner than expected. - Maintaining a presentable and tidy appearance by wearing appropriate clothing at all times. - Undertaking any additional lawful and reasonable duties as directed by the Transport Supervisor to support the wider bakery operation.
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Job Description – Gadsby’s Driver

Date for Review – 12th June 2026

Reference – MB/1/068001



Together we THRIVE...

- **Trustworthy** – we do what we say we'll do and trust others to deliver to the best of their ability
- **Helpful** – we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** – we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** – we role model what good looks like and lead by example to be better.
- **Valued** – we recognise achievements and appreciate everyone's contributions.
- **Empowered** – we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be trustworthy by:	- Following delivery routes and protocols consistently every single day. - Recording all vehicle checks and delivery paperwork with total accuracy. - Acting responsibly and professionally while representing Gadsby's on the road. - Reporting problems or incidents immediately to maintain customer trust.
I will be helpful by:	- Offering support to team members during loading or tight deadlines. - Being approachable and cooperative with customers and bakery teams. - Sharing information that helps others avoid delays or mistakes. - Assisting in solving issues on the road without complaint.
I will be respectful by:	- Taking pride in your vehicle, route and personal presentation. - Keeping the van clean, stocked and ready for the next shift - Ensuring deliveries are made with care and attention to detail. - Owning each route and treating every drop point as important.
I will inspire others by:	- Staying positive and focused, even during busy or long shifts. - Encouraging high standards through your actions and attitude. - Being someone others can rely on without hesitation or reminder. - Setting an example by calmly resolving problems as they arise.
I will value people by:	- Reducing waste and fuel usage by following efficient route planning. - Protecting product quality by storing and handling goods correctly. - Helping meet cost and time targets with smart, reliable driving. - Respecting bakery resources by minimising damage and delays.
I will empower others by:	- Approaching each shift with energy, purpose and commitment. - Bringing a positive attitude to every customer interaction. - Staying calm and motivated when under time pressure. - Being proud to deliver Gadsby's quality to our customers.