



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Driver		
<b>GRADE:</b>	G3	<b>SERVICE AREA:</b>	Integrated Facilities Management
<b>JOB CODE:</b>	B070H		
<b>REPORTS TO:</b>	Regional Co-ordinator	<b>LOCATION:</b>	Brownhills depot
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Term time only</li> <li>• All annual leave must be taken in school holidays</li> <li>• Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</li> <li>• To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</li> <li>• Ability to use online systems and Microsoft Office programmes e.g for the purpose of submitting time sheets.</li> </ul>		

## 1. Main purpose of the job role:

- To convey food from the production kitchens to the receiving school(s) and other items as required.

## 2. Role specific duties and accountabilities:

- To undertake collections and deliveries including loading and unloading.
- To assist in maintaining the vehicle inventory and vehicle logs including maintenance, defect reporting and cleaning of vans.
- To assist in liaising with Fleet on behalf of services.
- To assist in maintaining timetables and schedules relating to driver function.
- To assist in ensuring vehicles are available for servicing/MOT testing.
- To assist with liaison with existing and potential customers on driver requirements.
- The correct delivery of meals and other goods to the various school dining centres and other establishments.
- The collection of empty food containers.
- To provide support in kitchens as and when needed.
- Involvement in the Emergency Feeding Programme as and when required.
- To work constructively to identify service improvements within own team and the wider service to ensure best use of available resources.

- To undertake the duties of the post with regard to Council policy with particular reference to Driver Safety and Corporate transport policies.
- To undertake necessary training and development as becomes necessary with regards to the role of the post holder and the wider team
- Reporting of any items of concern to the Regional co-ordinator i.e. health and safety issues.
- Complete and sign timesheets and attendance registers and other records as required.
- Any other duties deemed appropriate to the nature of the post as may be determined by the Line Manager or any other appropriate senior officer.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Driver (Catering)		GRADE 3	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
Able to demonstrate ability to work on own initiative and as part of a team.		A/I	2
Able to demonstrate a good knowledge and understanding of Lifting/Manual Handling		I	3
Able to demonstrate knowledge of personal and vehicle health and safety Procedures.		I	3
Ability to maintain confidentiality at all times.		I	3
Able to demonstrate a willingness to be flexible at all times with regard to working hours and support to colleagues.		I	3
Able to maintain effective records		A/I	3
Able to demonstrate ability to positively liaise with customers on behalf of the Catering Service.		A/I	3
Able to work within predetermined timetables and deadlines.		A/I	2
Able to demonstrate awareness and understanding of Health and Safety issues		I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Knowledge of local borough beneficial. Substantial commercial driving experience required.		A	

Evidence of continuous professional development (where applicable)				
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
Full driving licence			A	
<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
<b>Prepared by:</b>	T Jones	<b>Date:</b>	01/2017	