

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Community Meals Delivery Driver |
| HBC Grade: | **HBC2** |
| Service: | **Environment and Regeneration Directorate** |
| Division: | **Operational Services** |

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| **Main Purpose of the Role** |
| To provide an efficient and effective delivery of community meals. |

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| **Key Duties** | |
| **1** | Delivery of community meals on wheels on a daily basis. |
| **2** | Ensure that meals are delivered within temperature guidelines and have a general regard to the welfare of the client |
| **3** | Act as first point of contact between Clients, Social Services, Doctors and other services (e.g. reporting on the physical and mental health of clients). |
| **4** | Responsible for reporting immediately to management any non-contact with Clients and any observations with regard to living conditions or general health. |
| **5** | Ensure that Client meals lists are updated daily and completed fully in the correct scheduled running order. |
| **6** | Be conversant with moving, handling, coping with emergencies, disability awareness and First Aid |
| **7** | Comply with all Health and Safety standards and procedures. |
| **8** | Refrain from the consumption of alcohol at any time or smoking whilst on duty. |
| **9** | Inspect, maintain and clean vehicles as required in accordance with guidelines and complete vehicle log sheets on a daily basis. |
| **10** | Ensure the confidentiality of the post is maintained at all time. |
| **11** | Be available for weekend and Bank Holiday working. |
| **12** | Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Level 2 in numeracy and literacy or equivalent | First Aid Certificate  Member of Minibus Driver Assessment Scheme | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** |  |  | Communication skills | Application / Interview /Assessment |
|  |  | Ability to work as part of a team | Application / Interview /Assessment |
|  |  | Caring individual | Application / Interview /Assessment |
| **DESIRABLE** | Previous experience of working with elderly or disabled clients | Understanding and perceptions of clients with special needs |  | Application / Interview /Assessment |
|  | Knowledge of the geography of the local area |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Full UK Driving Licence | D1 category | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **19.7.21** |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.