



<b>Title</b> <b>HGV Driver/Asst Technician</b>	<b>Department</b> County Enterprise Foods Meals At Home Adult Social Care, Health & Public Protection	<b>Post Ref.</b>
<b>Job Purpose</b> To deliver chilled and frozen meals from the Worksop production unit and act as relief Technician as required.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To deliver chilled and frozen meals and other goods and undertake other driving duties as required and in accordance with instructions.</li><li>2. To load and unload goods to and from delivery vehicles and ensure the security of vehicles and goods in transit at all times.</li><li>3. To observe Food safety Regulations and allied instructions for the handling and transporting of food.</li><li>4. To monitor and control the temperature of goods in transit and take action as appropriate and in accordance with instructions. .</li><li>5. To maintain vehicle log books, issue delivery notes, keep records and deal with any documentation requirements.</li><li>6. To maintain the delivery vehicles in a clean and tidy condition internally and externally, check oil, fuel and water and ensure other daily maintenance routines.</li><li>7. To wash baskets and trolleys using equipment provided and to maintain work areas in a clean and tidy condition.</li><li>8. To assist the Technician in any maintenance tasks as required and in accordance with planned maintenance schedules.</li><li>9. To provide cover for the Technician as and when required.</li><li>10. To carry out all duties and responsibilities with a can do attitude.</li></ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To ensure deliveries are made in line with agreed processes at all times.</li><li>2. To deploy resources efficiently, effectively and flexibly.</li><li>3. Accountable for the accuracy of work undertaken and information provided</li><li>4. To drive vehicles within the law at all times including the observation of speed limits and according to any adverse road conditions. (Vehicles are tracked at all times for safety reasons)</li><li>5. Maintain customer confidentiality at all times.</li><li>6. To ensure that correct processes are being followed and alert the appropriate manager to ensure compliance.</li></ol>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. Good literacy and numeracy skills. 2. Clean and up to date HGV Driving Licence 3. Knowledge of Basic Food Hygiene, Health and Safety policies and procedures. 4. Ability to understand technical specifications.	<b>Personal skills and general competencies</b>  5. Puts into practice the Council’s commitment to excellent customer care.  6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.   7. Works well with colleagues but also able to work on their own initiative.   8. Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<b>Experience</b>  9. HGV driving experience in a work related context. 10. Experience in repairing large scale catering equipment or equivalent. 11. Experience in working to deadlines and targets	
<b>Role Dimensions</b>  12. Ability to contribute to Risk Assessments and plans of work. 13. Flexible and adaptable to meet service need. 14. HGV driving experience in a work related context. 15. Responsible for making deliveries and will work as a lone worker. 16. Responsible for assisting with the maintenance of plant and equipment.	

Please attach a structure chart

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Date 19.11.18