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| <b>Title</b><br>HGV Driver/Asst Technician   | <b>Department</b> County Enterprise Foods Meals At Home<br>Adult Social Care, Health & Public Protection   | <b>Post Ref.</b> |
| <b>Job Purpose</b><br>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>  |  |                  |

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| <b>Person Specification</b>  |  |
| <p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Good literacy and numeracy skills.</li> <li>2. Clean and up to date HGV Driving Licence</li> <li>3. Knowledge of Basic Food Hygiene, Health and Safety policies and procedures.</li> <li>4. Ability to understand technical specifications.</li> </ol>   | <p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>5. Puts into practice the Council's commitment to excellent customer care.</li> <li>6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>7. Works well with colleagues but also able to work on their own initiative.</li> <li>8. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</li> </ol> |
| <p><b>Experience</b></p> <ol style="list-style-type: none"> <li>9. HGV driving experience in a work related context.</li> <li>10. Experience in repairing large scale catering equipment or equivalent.</li> <li>11. Experience in working to deadlines and targets</li> </ol>   |  |
| <p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>12. Ability to contribute to Risk Assessments and plans of work.</li> <li>13. Flexible and adaptable to meet service need.</li> <li>14. HGV driving experience in a work related context.</li> <li>15. Responsible for making deliveries and will work as a lone worker.</li> <li>16. Responsible for assisting with the maintenance of plant and equipment.</li> </ol> |  |
| <i>Please attach a structure chart</i>   |  |

Date 19.11.18