JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Driver (Meals)	Post Ref:	
Section:	Older People	Grade:	4
Responsible to:	Team Manager		
Responsible for:			

JOB PURPOSE

Drive staff, deliver meals, provide a shopping service and be responsible for allocated vehicles.

PRINCIPAL WORKING CONTACTS

Associate Locality Manager
Integrated Manager
Team Manager
Social Care Organiser
Community Meals Attendants
Service Users
Tayside Cuisine

MAIN DUTIES

To work flexibly (including working weekends) to ensure the service meets the needs of service users, including working on meal vans to help deliver meals and shopping tasks when needed.

Participate in maintaining and developing quality standards in service provision including providing check visits and raising and supporting “no entries” where required.

Ensure that the individuality, independence and personal dignity of all prospective service users and their carers are respected.

To participate in and undergo further training as required to enhance individual performance, including an ongoing working knowledge of the service.

Ensure accurate temperature records are maintained by appropriate use of manual systems and use appropriate information technology related to the service.

To possess a working knowledge of relevant Dundee City Council policies, procedures, objectives and operating procedures for the service.

Assisting in the loading and unloading of the vehicle hot lock boxes, equipment or goods, using where necessary mechanical aids.

Vehicle checks required routine maintenance (for example, oil and water checks) and cleaning of vehicles.

Transport goods, equipment and personnel in Dundee City Council Vehicles

Whilst not driving, undertake supports as appropriate and help deliver meals to service users.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Driver (Meals)

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Basic Secondary Education		Application Form and certificates
RELEVANT WORK/OTHER EXPERIENCE	Knowledge of basic Vehicle maintenance Experience of working in a Care Setting	Experience of cash handling Experience in working with service users	Application References Interview
PARTICULAR SKILLS/ABILITIES	Good communication skills both written and verbal Numeracy skills Basic knowledge of health and passenger safety		Application References Interview
PERSONAL QUALITIES	Ability to work as part of a team		Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Participate in job related training Full, current driving licence (Level 2) Ability to work weekends Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update		Application References Interview