

<b>DRIVER/HANDLER</b>				<b>Purpose</b>	
Reference No.	AAA803	Type	Individual	Providing daily delivery of meals to service users on a specified daily route. Advising line manager regarding client welfare if required.	
Service	Facilities Management				
Job Family	Technical	Grade	FCLW		

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Collecting the meals from kitchen and checking numbers against relevant paperwork.	<p>Communication skills (Deliver results – See 'How We Work Matters Framework)</p> <p>Literacy skills</p> <p>Elementary Food Hygiene Certificate (Embrace technology and information)</p>	<p>✓</p> <p>✓</p> <p></p>	<p></p> <p></p> <p>✓</p>
Loading and unloading meals in a vehicle.	Understanding of health and safety requirements		✓
Delivering meals as specified on the daily route list.	Full driving licence	✓	
Delivering information to clients and reporting replies, problems or queries.	Understanding of client confidentiality (Take ownership)	✓	

## Role Profile

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Cleaning and routine maintenance tasks associated with vehicles and other day to day equipment e.g. hot lock boxes.	Manual handling training awareness		✓
Packing of hot lock boxes, racking of frozen meals and associated tasks	Understanding of HACCP procedures		✓
General kitchen duties (for example cleaning of equipment, kitchen, and its surround).	Team working skills (Work together)	✓	
Providing and communicating information to ensure efficient and smooth running of the service.	Experience working with the public, preferably vulnerable people (Work together)  Understanding of customer care approach to service delivery (Focus on customers)  Ability to provide a regular and effective service	✓  ✓  ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility	Skills, Knowledge Qualifications or Experience	E	D
<b>MOBILE DRIVER/HANDLER</b>			
You may be asked on a daily basis to move from one establishment to another to provide cover. When not providing cover you will remain in the establishment specified in your base. Some degree of flexibility in working arrangements may be required.	Ability to travel throughout Fife within a limited timescale	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>