

RESOURCE BASE WORKER				Purpose			
Reference No.	I621.03	Type	Individual	Supporting the operation and service delivery of Halls and Centres programmes and activities.			
Service	Communities and Neighbourhoods			Responsible for the transportation, moving and handling of supplies, furniture and equipment to facilities across Fife.			
Job Family	Technical 4	Grade	FC4	On occasions, driving a minibus to convey the transportation of associated elderly centre user groups.			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Carrying out vehicle checks, regularly checking oil levels, tyre pressures and cleaning vehicle along with completion of the associated paperwork.				Ability to provide a regular and effective service (Deliver Results – See ‘How We Work Matters’ Framework)		✓	
Reporting any vehicle defects and arranging repairs as required.				Manual Handling training			✓
Retaining inventories of equipment stored in resource base. Identifying when new resources are required as well as liaising with other RBW’s in other areas to maximise equipment and resources.				Knowledge of Health and Safety and Risk Assessment			✓
Managing a community resource base, including the ordering of supplies, undertaking stock control, and ensuring safe storage of goods and materials. Ensuring facilities are provided with supplies and equipment on time and in good condition.				Team working skills (Work together)		✓	
				Experience of inventory management, stock control and ordering			✓
				Literacy and numeracy skills (Embracing technology and information)		✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Monitoring the safe use of equipment delivered to centres for public and staff use.	Knowledge of Control of Substances Hazardous to Health (COSHH)		✓
Arranging the transportation, moving and handling of supplies, furniture and equipment to facilities across Fife. Providing instruction on the safe and appropriate use of equipment as required.	Communication skills	✓	
Assisting with the supervision of Caretakers as and when required, particularly in the absence of Cluster/Facility Supervisors.	Experience of supervising staff		✓
Contributing to the achievement of the key priorities and milestones set out in the Community Learning & Development Improvement Plan, and other relevant strategy documents.	Experience of working within in a leisure environment		✓
Driving the mini bus in order to transport associated elderly centre user groups to and from the centre, as and when required. Assisting, settling and securing passengers prior to the commencement of the journey.	Full UK Driving Licence (Take ownership)	✓	
	Full UK Driving Licence with D1 category		✓
	Passenger Carrying Vehicle (PCV) Licence		✓
	MIDAS Certificate		✓
Ensuring that a designated responsible person is in attendance when passengers are on board. Assisting passengers to alight to and from the vehicle.	Customer service skills (Focus on customers)	✓	
	Experience of working with elderly people		✓
Undertaking work and providing cover at other council establishments across Fife, on occasion.	Ability to travel throughout Fife within a limited timescale		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results