
Recruitment information

Job description and person specification

Your title	Weekend Meals-on-Wheels Driver
DBS check	<p>This post requires an enhanced DBS certificate in the adult workforce including a check of the adults' barred list.</p> <p>Aspects of this role that require this level of check are around physically assisting adults in eating and drinking, e.g. plating up and / or cutting up their meals, bringing cutlery to them, filling a glass with water / another drink and bringing it to them. All this in the Meals on Wheels service-user's own home.</p> <p>Please, refer to the Safeguarding Vulnerable Groups Act 2006 Schedule 4 Part 2 paragraph 7.</p>
Post number	CS388
Your team	Community Support Services
You would be based	Hersham Centre, covering Weybridge area
Your line manager	Manager, Weybridge Centre for the Community

About the role

You will be providing vital and welcome support at weekends to older people and people with disabilities by using your own vehicle to collect Meals on Wheels from our Hersham Centre for the Community, and then delivering them in the Weybridge area.

The role requires an individual who has a friendly and caring attitude, confident in working alone as well as being a team player, and who can communicate effectively with older people and carers. Critically, you will be able to recognise and act appropriately when someone needs help.

The main purpose of the role:

To deliver weekend Meals on Wheels to older people and people with disabilities in the Weybridge area, working with a detailed written list and instructions given by the Cook at Hersham Centre for the Community and the Manager of the Weybridge Centre for the Community.

To report immediately to the Cook at the Hersham Centre for the Community any issues arising when out delivering meals and / or concerns encountered regarding Meals on Wheels service users.

To follow procedures in the event of an emergency.

Specific duties and responsibilities

- To deliver Meals on Wheels to service-users in the Weybridge area of Elmbridge at weekends and on Public Holidays.
- To use your own vehicle to collect and deliver Meals on Wheels.
- To collect hot meals from Hersham Centre for the Community
- To load and check the meals to be delivered on the day into your vehicle.
- To follow and comply with service-user profile and information sheets which include addresses and specific needs.

- To report back to the Cook at Hersham Centre for the Community by mobile phone (provided if necessary) any concerns you have regarding the well-being of the any service-user, e.g. no reply when attempting to deliver.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Weekend Meals on Wheels Driver

Post No: CS388

Team: Community Support Services

Hours: 4 hours per fortnight, 11.30am – 1.30pm on Saturday, Sunday and Public Holidays

Grade and Salary: S3. £11.79 - £12.52 per hour (pro rata FTE £22,133 - £23,500 p.a.)

Car Allowance: C3

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Good standard of education	E	A / I
2.	Certificate in Food Hygiene	D	A / I

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	Experience and ability to work as a member of a team as well as on one's own.	E	A / I
4.	Experience of working in a commercial kitchen	D	A / I
5.	Ability to understand food safety and hygiene regulations	E	A / I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
6.	Ability to communicate with older people and carers	E	A / I
7.	Ability to report concerns and / or issues to Hersham Centre Cook and other weekend staff	E	A / I
8.	Ability to work under pressure and using own initiative	E	A / I
9.	Adaptability	E	A / I
10.	Flexibility	E	A / I
11.	Confidentiality and discretion	E	A / I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
12.	Self- motivated and enthusiastic	E	A / I
13.	A friendly and caring attitude	E	A / I
14.	Ready, willing and able to work at weekends and on Public Holidays	E	A / I
15.	An enhanced DBS with check on the adults barred list	E	A / I
16.	Vehicle insurance including business use	E	A / I
17.	Access to your own vehicle	E	A / I
18.	Valid UK driving licence	E	A / I