

**Job Description**

**Job Title: Driver**

**Salary Grade: Grade 1**

**SCP: 3 - 4**

**Job Family: Operational Services**

**Job Profile: OP1**

**Directorate: Neighbourhoods**

**Work Environment: Catering**

**Reports to: Lynn Ryce**

**Number of Reports: 0**

**Purpose: To transport food, staff and miscellaneous items between various locations across the City**

**Main Duties and Responsibilities:**

To transport food from school kitchens to various nurseries and Pupil Referral Units within agreed timescales on a daily basis during term time. This will involve lifting insulated transport boxes laden with food from the production kitchen and loading the council van provided, driving it to the desired location and carrying it from the van to the servery kitchen .

To collect the empty containers from the serveries after lunchtime and return them to the production kitchens

To transport staff between sites as instructed by line manager

On occasions there may be a requirement to carry out additional transporting duties in relation to the catering events and buffet services

To transport various items eg stationery / light equipment etc between sites a instructed by line manage

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation and to comply with the Council’s Driver Code of Practice

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Author: Keith Miles**

**Date: 21st August 2019**