

# Job Description

## Position Details

<b>Position:</b>	Transport Driver
<b>Directorate:</b>	Neighbourhoods & Environment
<b>Service:</b>	Catering
<b>Position no:</b>	BGNEW
<b>Grade:</b>	2
<b>Hours of work:</b>	10 hours per week, 39 weeks of the year
<b>Work style:</b>	Service Based Worker
<b>DBS required:</b>	Enhanced Disclosure with Child Barred List
<b>Contact:</b>	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
<b>Date:</b>	June 2025

**Politically Restricted?**   ☐ Yes\*   ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

**Reporting to:** Assistant Team Leader/Cook Supervisor – Community Services, School Meals Catering Service

**Responsible for:** Collecting and delivering transport meal boxes from Glanhowy Primary School and delivering to Ty Bedwellty

## Principal Accountabilities

1. To ensure van is clean, safe and filled with diesel and carry out the required routine maintenance checks, e.g. oil, water, tyres etc.
2. (NB. Special Circumstances regarding driving licence overleaf). Check driver's manual.
3. To attend Central Depot, Brynmawr to collect the van prior to attending Glanhowy Primary School kitchen to commence the collection and delivery of transport meal boxes relevant for delivery.
4. To deliver the transport meal boxes to front reception at Ty Bedwellty and decant onto a trolley, assisting delivery of boxes to the main dining area.
5. To return the empty meal boxes from Ty Bedwellty to Glanhowy Primary School kitchen at the end of service.
6. To complete all relevant paperwork before and after deliveries.
7. On occasion, cash handling will be required, this will be collected and delivered to the main kitchen at Ebbw Fawr Primary School following Blaenau Gwent Financial Policies.

8. To provide the Cook with any amendments/information required following the delivery.
9. To undertake any other duties which may be required from time to time by the Assistant Team Leader or Cook.
10. To undertake any training necessary for the post.
11. Any other duties as required.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
No formal education qualification is required		
Food Safety Level II qualification	E	A
<b>Experience</b>		
Previous experience of cash handling	D	A
Relevant customer service experience	E	A
<b>Knowledge / Skills</b>		
Knowledge of the Borough	D	I
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Full driving licence is required to drive the vehicle provided (the appointment will be subject to the satisfactory completion of an in-house driving assessment).	E	

<b>Minimum Welsh Language Skill Requirements</b> (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	✓

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I - PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I – PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	I - PP
Uses initiative to report issues that arise that impact on others	I - PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	A – I - PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	A - I – PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	A – I – PP
Understands the links between own professionalism and the possible impact on the Authority's image	I – PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	I - PP
Is respectful, courteous and helpful at all times	I – PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	I – PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	I - PP
Actively seeks to help others	A – I - PP
Is aware of the impact of own behaviour on others	I - PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I – PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)