**Great Heights Academy Trust**

**Job Description**

**Post** School MealsDelivery Driver

**Pay range** Scale 2 point 4 (plus mileage)

**Hours of work** 7.5 per week, term time only

**Responsible to** Catering Manager

**Prime Objectives of the Post**

**To provide a professional and efficient school meals delivery service on behalf of the Trust which will include, but not be limited to, delivering school meals to another school site and collecting empty containers to return to Greetland Academy.**

**General Duties:**

* Deliver school meals to the given school site in a timely, professional and efficient manner.
* To follow hygiene and safety guidelines when handling food containers and equipment.
* To ensure that hot and cold food items are kept in compliance with Trust requirements and meet hygiene standards.
* To collect empty containers from given school site and return to school in a timely manner.
* Provide a professional customer service to the customer schools.
* Report any customer comments or complaints in line with procedures to the appropriate person in a timely manner.
* Report immediately any accidents, fire, theft, loss, damage, unfit food or any other regularities to the appropriate person and take such action as may be appropriate or possible.

**Professional Duties and Responsibilities:**

* To act as a professional and positive ambassador for the Trust at all times
* To adhere to and follow the Trust’s policies and procedures, including Safeguarding procedures in order to protect the safety of all children.
* To ensure confidentiality of the academy’s activities is maintained in order to protect the integrity of the organisation and its people.
* To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the Trust.
* Maintain routine maintenance of the vehicle and ensure it is road worthy before every delivery.
* Ensure general cleanliness of the vehicle in use.