

# **DRAFT Job Description & Responsibilities**

## **Job Title**

**Driver / Day Centre Assistant - Keadue Social Services**

## **Keadue Social Services**

Keadue Social Services offer a day & activity centre and community food services programme, which services the needs of the older people and adults with disabilities in Keadue and the surrounding areas of North Roscommon and Leitrim.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

## **Role Overview**

The role of **Driver / Day Centre Assistant** has responsibility for delivery of meals as required and collection/delivery of customers as required, for helping with the daily preparation, cooking and serving of dinners at the centre and dining room assistance as required. To also promote the Service where possible with a view to its development and sustainability going forward.

## **Reporting to**

This role reports to The Manager, Keadue Social Services.

## **Key Responsibilities**

Outlined below are the key responsibilities for this role:

### **Bus / Van Driver**

- To drive the Keadue Social Services bus/van in accordance with legal requirements and procedures on meal delivery, shopping and any other business as directed
- Liaise with the Manager regarding the bus and van schedule
- Perform daily safety and maintenance checks
- Always clean the bus/van after use or prior to next use
- Ensure the bus/van is safely and securely parked and stored
- Advise the Manager of any requirements for maintenance or repairs
- To communicate with customers in a clear and concise and polite manner and to ensure they are respected and made to feel welcome
- To ensure customers with special needs are given every assistance and attention
- To report any incident that involves injury, damage to any passenger, pedestrians or third-party promptly immediately to the Manager
- To carry out driving duties safely and be fully conversant with the duty of employees under the Health & Safety legislation
- To ensure prompt and accurate completion of all appropriate reports
- CONFIDENTIALITY TO BE MAINTAINED AT ALL TIMES
- Any other duties that may be assigned from time to time or as the programme evolves
- Undertake any other duties as required in order to keep the facility running smoothly
- Provide cover as required for staff across the Service
- Carry out all duties in accordance with the agreed policies and procedures of Roscommon LEADER Partnership
- To be familiar with the requirements of the Safety, Health at Work Act 2005
- Be aware of and promote Fire Safety rules and regulations
- Attendance of any training course required by management