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| --- | --- | --- | --- |
| **Job title** | **Grade** | **Directorate** | **Location** |
| Driver/Loader/Cleaner/Generic | 1C | Place | Based at Turnpike Depot |

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Full clean driving license | C |
|  | Ability to work under own initiative without supervision. | A |
|  | Basic Numeracy and literacy skills. | A |
|  | Ability to understand verbal and written instructions. | A & I |
|  | Able to deal with problems in an appropriate manner.  | A & I |
|  | Ability to work on your own and as a member of a team | A & I |
|  | Aware of the importance of providing a quality service and satisfying the customers’ needs.  | A & I |
|  | Aware of the importance of hygiene in the work place.  | A & I |
|  | Knowledge of COSHH regulations, health and safety in the work place and manual handling. | A & I |
|  | Knowledge of alarm systems.  | A & I |
|  | Ability to cope with the physical demands of the role. | A & I |

|  |  |  |
| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Knowledge of local area.  | A & I |
| 2. | Basic hygiene certificate. | C |
|  3. | Safeguarding certificate. | C |
|  4. | NVQ cleaning | C |
|  5. | Knowledge of basic cleaning techniques | A & I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
|  |  |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre