

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Driver
Position Number:	Generic
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Hospital Support Services Cambridge Production Centre
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Operations Manager
Effective Date:	June 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Current Driver's Licence with a medium rigid (MR) endorsement <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Ability to drive delivery vehicles with manual and automatic transmissions Food Safe Training

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide an efficient and effective driving service for the Food Services Department of the Royal Hobart Hospital (RHH) including the timely delivery of meals, equipment and stores to various offsite locations.

Duties:

1. Deliver, collect and distribute meals from food and general stores to offsite locations, ensuring the quantity of meals is in line with orders placed and is delivered within food safety standard guidelines and time frames.
2. Maintain precise record keeping including documenting time and temperature of food products, and address and report any customer service complaints to the Operations Manager.
3. Collect equipment and items and return trolleys and food trays from various offsite locations, including from the Secure Mental Health Unit (Wilfred Lopes Centre) and Risdon Prison, and dispose of any waste materials as directed.
4. Complete daily log book records and maintenance checks to ensure that the vehicle is maintained to a high standard as specified in the vehicle's manual and report any maintenance matters to the Operations Manager.
5. Maintain vehicle and equipment in line with the Food Safe Standards and report any damage or defects to the vehicle or its equipment to the Operations Manager.
6. Comply with Work Health and Safety policies and procedures to ensure a safe working environment.
7. Assist in maintaining a high standard of food preparation, production, meal distribution, ware washing and cleaning at all times and in accordance with the relevant codes of practice.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible for the safe operation, security and correct use of vehicles and equipment.
- Provide an efficient and effective general driving service to the Food Services Department of the RHH.
- Receives general supervision and direction from the Operations Manager but is expected to perform day-to-day duties with minimal supervision.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of current transport operational procedures, and experience in providing a driving service to an organisation.
2. Ability to make independent decisions, prioritise and manage a heavy work load, and to work independently while being a member of a team.
3. Sound written skills and interpersonal communications skills, with the ability to deal respectfully with clients.
4. Awareness of Work Health & Safety polices and legislation.
5. Knowledge of food safety requirements and cold chain principles for food deliveries.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).