

## Food Bank Worker and Driver- Employee Specification

When completing your application please ensure that you demonstrate how you meet each of these criteria.  
How this will be assessed is either by application form, interview or from references

Criteria		How this will be assessed
<b>Service delivery</b>	1. A knowledge and understanding of food banks and their role in communities 2. A knowledge of Food Hygiene and safe storage and distribution of food items 3. Good organisational skills 4. Ability to manage stock and prepare food parcel to meet client requirements 5. Ability to work on own initiative and problem solve 6. An understanding of issues surrounding confidentiality 7. A willingness to learn and undertake training	Application & interview
<b>Service monitoring</b>	8. Experience of monitoring clients and recording data accurately and timely within an organisational data base 9. IT literate and numerate eg ability to use word, excel and email.	Application & interview
<b>Driving and Manual Handling</b>	10. Ability and confidence in driving a small van. 11. Must be 25 years old or above and have held a full clean UK driving licence for at least 3 years and have no notifiable DVLA conditions which restrict being able to drive. 12. Ability to complete regular safety check on the van and manual handling equipment. 13. Good geographical knowledge of Dewsbury and its surrounding areas 14. Manual work, lifting in line with manual handling procedures eg ability to carry stock such as food parcels, food crates	Application & interview
<b>Communication and relationships</b>	15. Dealing with the public and an ability to communicate appropriately with a wide range of people. 16. Knowledge and understanding of some issues faced by vulnerable people. 17. Good communication and relationship building skills with the ability to communicate effectively with a wide range of people. 18. An understanding and commitment to the implementation and development of Equality and Diversity practices. 19. To have a non-judgemental approach to working with people. 20. To have a commitment to working as a member of a team. 21. An understanding of Social media and ability to use platforms such as Twitter and Facebook to promote the Foodbank	Application & Interview