



JOB DESCRIPTION

Job Title:	Delivery Driver, Good Mood Food
Salary:	£8.50 per hour
Hours:	16 hours per week (10am-2pm, Monday to Thursday)
Base:	Windrush Millenium Centre, Moss Side
Accountability:	Manchester Mind Catering Manager
Working with:	Good Mood Food Staff and volunteers and Good Mood Food Customers

Job Summary

To work as part of the Good Mood Food (GMF) catering team to ensure that outside catering buffets arrive at the customer destination. You would be part of the team at Manchester Mind that produces and delivers high quality buffets to customers across Manchester. GMF provides volunteering opportunities to people with experience of poor mental health in order to build skills, confidence and improve mental health.

Duties Relating to the Post

- To support volunteers who wish to learn and help with deliveries
- To check and load buffets at our unit and deliver to customers across Greater Manchester
- To drive safely and responsibly
- Keep the vehicle refuelled, maintained and operational, ready for the next delivery
- To wear the Good Mood Food uniform which will be provided
- To keep calm under pressure, informing customers if you are running late
- To set up buffets for the customer at the event (training given)
- When required, help with the buffet preparations
- To build good relationships with GMF customers and to promote our services
- To pick up stock from cash and carry
- To move stock between venues
- To collect buffet trays when time allows

General Responsibilities

- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions, and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with the Catering Manager
- To keep written records as required
- To contribute to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety and Data Protection.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, and adhering to equal opportunities and diversity statements and policies.

- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Catering Manager or other senior member of staff.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

PERSON SPECIFICATION

All essential unless otherwise stated.

Knowledge and Experience

- Significant experience of delivery driving.
- Knowledge and experience of driving in and around Manchester.
- Clean driving licence.
- Manual handling experience.
- Experience of working in a team.
- Food safety qualification. (DESIRABLE)

Skills and Personal Qualities

- Ability to work in supportive way with people who have mental health problems.
- Good organisational skills and the ability to route plan and drive safely.
- To enjoy working with people.
- Excellent driving skills.
- Ability to work on own initiative and as a good team player.
- Willingness to develop skills and knowledge.
- A commitment to working within the framework of Manchester Mind's safeguarding and health and safety policies.
- Appreciation of equal opportunities issues and a commitment to working within the framework of Manchester Mind's equal opportunities and other policies.
- Excellent interpersonal skills and the ability to communicate effectively with managers and members of staff, volunteers, customers and people using our services.