

Disgrifiad Swydd

Teitl y Swydd	Technegydd Gwasanaeth Offer Cymunedol Integredig Ceredigion
Gwasanaeth	Porth Gofal
Graddfa	Graddfa 6
Pwynt/iau Cyflog	7-10
Cyflog	£24,294 - £25,545 y flwyddyn
Pwrpas y Swydd	<p>Ariannir Gwasanaeth Offer Cymunedol Annibynnol Ceredigion ar y cyd gan Gyngor Sir Ceredigion a Bwrdd Iechyd Prifysgol Hywel Dda. Mae'r gwasanaeth yn darparu offer i bobl i'w ddefnyddio yn eu cartrefi eu hunain er mwyn cynorthwyo neu gynnal eu hannibyniaeth.</p> <p>Fel Technegydd gyda ni, byddwch yn gyfrifol am ddarparu, gosod a chasglu offer cymunedol ac offer meddygol arbenigol yng nghartrefi pobl ac mewn lleoliadau cysylltiedig megis cartrefi gofal, ysbytai ac ysgolion ar draws Ceredigion. Yn ogystal, byddwch yn gyfrifol am dderbyn, storio a dosbarthu Cyfarpar Diogelu Personol (PPE) a nwyddau eraill mewn ffordd effeithlon.</p> <p>Byddwch yn darparu rhan hanfodol o broses y gadwyn gyflenwi. Byddwch yn cael, yn trefnu ac yn dosbarthu nwyddau ac offer o'r warws, a byddwch yn llwytho ac yn dosbarthu eitemau i ddefnyddwyr gwasanaeth. Byddwch yn cadw cofnodion manwl o stoc a chyflenwadau, gan adrodd yn ôl i'r rheolwyr a chynorthwyo gydag archwiliadau stoc rheolaidd.</p>
Lleoliad	Canolfan Byw'n Annibynnol Ceredigion, Parc Menter Dyffryn Aeron, Felin-fach, Ceredigion
Oriau Gwaith	37 Awr
Math o Gytundeb	Amser llawn
Hyd y Cytundeb	Cyfnod Penodol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Logisteg a Gweithrediadau
Cyfrifoldebau Goruchwylio / Rheoli	Amh
Atebolrwydd	<p>Er y caiff y gwaith ei ddiffinio gan ganllawiau bras, deddfwriaeth a pholisïau a gweithdrefnau a chanllawiau yr Awdurdod Lleol, bydd gofyn i ddeiliad y swydd:</p> <ul style="list-style-type: none"> • Eu dehongli a pharatoi canllawiau lleol, gan gynnwys gwaith y gallai gael ei ddatblygu gan ddeiliad y swydd pan na fydd unrhyw ganllawiau presennol ar gael. • Gweithio ar eich menter eich hun ond gweithio yn unol â chanllawiau, polisïau, gweithdrefnau a deddfwriaeth diffiniedig, a fyddai'n cael ei oruchwylio gan y Rheolwr Llinell. <p>Yn gyfrifol am:</p> <ul style="list-style-type: none"> • Offer T.G.Ch. e.e. llechen, ffôn symudol a/neu liniadur. • Cyflenwadau ac offer sy'n berthnasol i'r rôl megis cynhyrchion gofal personol, technoleg gynorthwyol, offer teleofal. <p>Cyfrifoldeb ar y cyd dros:</p> <ul style="list-style-type: none"> • Ddefnyddio a chynnal a chadw offer codi, megis staciwr paledi trydanol, lifft sefydlog, storfa offer fertigol sy'n cynnwys silffoedd gyredig, trolïau paledi llaw, trolïau sach a chlodwyr amrywiol eraill ar olwynion.

	<ul style="list-style-type: none"> • Cynnal a chadw offer glanhau, megis uned ddihalogi, chwipolchwyr, offer sychu diwydiannol, peiriant golchi dillad, peiriant sychu dillad ac offer glanhau â llaw arall • Defnydd diogel, cynnal a chadw a glanhau o leiaf wyth cerbyd sy'n gysylltiedig â'r storfa offer • Trefnu gwaith cynnal a chadw, storio a gofal ar gyfer symiau enfawr o offer cymunedol o werth uchel a Stoc PPE, sy'n werth rhwng dwy a thair miliwn o bunnoedd at ei gilydd.
<p>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</p>	<ul style="list-style-type: none"> • Mae'n cynnwys cryn dipyn o waith corfforol, er mwyn codi a chario eitemau amrywiol, o eitemau bychain sy'n pwyso llai nag 1 cilogram i eitemau mawr sy'n pwyso dros 100 cilogram gan ddefnyddio offer priodol ac ar ôl cael yr hyfforddiant priodol. Efallai y bydd hyn yn gofyn am gryn dipyn o godi ac ail-leoli. • Bydd natur yr offer a ddychwelir ar ôl iddo gael ei ddefnyddio mewn lleoliadau gofal yn golygu y bydd gofyn i ddeiliad y swydd gyflawni gweithgarwch dihalogi, glanhau ac ailgylchu priodol gan ddefnyddio cemegion ar gyfer mesurau heintio, atal a rheoli.

Dyletswyddau a chyfrifoldebau

- Darparu, gosod, a dangos offer cymunedol a PPE yn unol â chanllawiau cynhyrchwyr, cyngor y llywodraeth a pholisi sefydliadol.
- Sicrhau cludiant diogel offer meddygol arbenigol, sy'n aml yn werth miloedd ar filoedd o bunnoedd, i ddefnyddwyr gwasanaeth y mae angen iddynt gael help a chymorth i gynnal eu hannibyniaeth neu y mae angen help arnynt i adfer yn dilyn gweithdrefnau meddygol.
- Cyfathrebu mewn ffordd sensitif a gydag empathi gyda defnyddwyr gwasanaeth, y rhai sy'n rhagnodi a theuluoedd sydd wedi dioddef profedigaeth yn ddiweddar efallai neu y gallent fod yn mynd trwy gyfnod anodd iawn, a chynnig gwasanaeth o'r ansawdd gorau ag y bo modd.
- Datgysylltu a chasglu offer nad oes ei angen mwyach yn unol â chanllawiau rheoli ac atal heintiau.
- Darparu cyngor a gwybodaeth ymarferol ynghylch gweithrediad diogel offer cymunedol, gan ddysgu am yr offer, yr arferion a'r dogfennau canllaw swyddogol diweddaraf.
- Nodi ac adrodd am offer diffygiol, creu adroddiadau digwyddiadau yn ôl yr angen a sicrhau yr adroddir wrth gynhyrchwyr am ddiffygion pryd bynnag y bo hynny'n briodol.
- Llwytho a dadlwytho cerbydau dosbarthu, gyda llaw neu gan ddefnyddio offer codi, yn unol â chanllawiau a hyfforddiant codi a chario, gan sicrhau y cedwir at ganllawiau iechyd a diogelwch bob amser.
- Edrych am eitemau sydd ar goll neu eitemau wedi'u difrodi, yna didoli stoc i'w storio yn y warws.
- Glanhau a dihalogi offer yn ôl yr angen, datgysylltu a dihalogi yr holl offer a gaiff ei ddychwelyd i'r storfeydd yn drylwyr, yn unol â chyfarwyddiadau'r cynhyrchwr a chanllawiau / Polisi Rheoli Heintiau. Bydd yr offer hwn yn cynnwys gwelyau proffilio, cadeiriau codi a gostwng, comodau, cadeiriau cawod, teclynnau codi, a sbectrwm eang o offer.
- Mynd â nwyddau i'r lle storio priodol gan ddefnyddio cyfarpar llwytho a chodi ar gyfer nwyddau trwm.
- Cadw cofnod gofalus o'r stoc yn y system rheoli warws, fel bod modd ei leoli yn gyflym.
- Blaenoriaethu a chynllunio llwyth gwaith er mwyn gwneud y defnydd gorau o adnoddau gan ddefnyddio meddalwedd logisteg a rheoli stoc penodedig.
- Cyflawni dyletswyddau gweinyddol cyffredinol sy'n gysylltiedig â'r swyddogaethau hyn.
- Defnyddio staciwr paledi neu droli paledi i symud ac ad-drefnu stoc, gan sicrhau eich bod yn cael yr hyfforddiant diweddaraf a bod holl drefniadau rheoli a swyddogaethau'r offer yn gyfarwydd i chi.
- Sicrhau bod cynhyrchion yn cael eu storio a'u labelu mewn ffordd gywir a diogel (yn enwedig cemegion).
- Casglu archebion o'r lle storio a dod â nhw i'w pacio, neu i'r bae llwytho er mwyn eu cludo.

- Fel paciwr, byddwch yn rhoi cynhyrchion mewn cynhwyswyr, megis bagiau, bocsys a chrataiu, yna byddwch yn selio'r cynhwyswyr yn barod i'w dosbarthu. Byddwch yn sicrhau bod archebion yn cael eu pacio a'u labelu yn gywir hefyd er mwyn osgoi camgymeriadau.
- Trefnu a llwytho nwyddau ar gerbydau dosbarthu.
- Bydd glanhau a chynnal a chadw y warws yn rhan o'r patrwm dyddiol.
- Gall gweithio gydag offer trwm mewn warysau gweithredol fod yn fannau peryglus, felly bydd dilyn rheolau iechyd a diogelwch yn y gweithle yn hanfodol.
- Cynnal trefniant cyfathrebu gyda defnyddwyr gwasanaeth, rhoi sylw i gwynion a chyfleu gwybodaeth berthnasol am stoc a chyflenwadau.
- Cyfathrebu gyda chydweithwyr, gweithwyr proffesiynol ac aelodau'r cyhoedd yn ôl yr angen.
- Cynorthwyo a mentora Technegwyr Dosbarthu Cynorthwyol ac aelodau newydd y tîm pan fo hynny'n briodol.
- Cadw cofnodion manwl o ddsbarthiadau a sicrhau y cyflwynir yr holl ddogfennaeth i'r rheolwyr mewn pryd.
- Defnyddio a chynnal a chadw offer dosbarthu mewn ffordd gywir.
- Efallai y bydd yn rhaid i chi godi cynhyrchion neu barseli trwm yn unol â chanllawiau a hyfforddiant codi a chario.
- Gyrru yn ofalus a dilyn yr holl gyfreithiau a rheolau gyrru er mwyn cynnal amgylchedd gwaith iach a diogel ar ôl cwblhau Hyfforddiant Asesu Gyrrwr Ceredigion (CDAT).
- Bod yn gyfrifol am gyflwr, cynnal a chadw a glanhau unrhyw gerbyd a ddefnyddir.
- Dilyn llwybr a gynlluniwyd ymlaen llaw yn gywir.
- Cynnal gweithgarwch cyfathrebu gyda rheolwyr er mwyn cael gwybod am unrhyw newid o ran dosbarthu, y llwybr neu'r amserlen
- Hysbysu'r rheolwyr o unrhyw beth sy'n eich rhwystro rhag gwneud dosbarthiadau diogel ac effeithlon mewn pryd
- Bod ar gael y tu allan i oriau gwaith arferol o bryd i'w gilydd er mwyn delio â threfniadau brys
- Coleddu diwylliant tîm cadarnhaol sy'n canolbwyntio ar waith tîm a chydweithrediad.
- Sicrhau y caiff delwedd gadarnhaol o'r Cyngor ei hyrwyddo ar draws y gymuned trwy gyfrwng gwasanaeth cwrtais, ymatebol ac effeithlon.
- Cael hyfforddiant gorfodol a hyfforddiant arbenigol sy'n berthnasol i'r storfeydd offer cymunedol ac unrhyw ddatblygiad personol arall yn unol â'r hyn a bennir trwy gyfrwng prosesau goruchwylio ac arfarnu.
- Sicrhau cydymffurfiaeth gyda rheolau lechyd a Diogelwch yn y gweithle yn unol â'r cyfrifoldebau a nodir yn Neddf lechyd a Diogelwch yn y Gwaith 1974 a Pholisi lechyd a Diogelwch y Cyngor.
- Gweithredu o fewn polisiau'r Cyngor mewn perthynas â chyfle cyfartal a chydaddoldeb.
- Cyfrifoldeb dros reoli gwybodaeth yn unol â chanllawiau rheoli gwybodaeth y Cyngor. Sicrhau y caiff gwybodaeth bersonol ei thrin yn unol â deddfwriaeth Diogelu Data.
- Ymrwymiad i leihau allyriadau carbon y Cyngor yn unol â'r Cynllun Rheoli Carbon, ac annog eraill i weithredu mewn ffordd gadarnhaol tuag at leihau Ôl Troed Carbon y Cyngor.
- Cyflawni unrhyw ddyletswydd rhesymol arall sy'n cyfateb â lefel y cyflog a lefel y cyfrifoldeb ar gyfer y swydd.

Manyleb y Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Wedi cael addysg i lefel TGAU – gan gynnwys TGAU Mathemateg a Saesneg, neu CGC 2 neu gymwysterau cyfatebol
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Level 5 Darllen: Level 5 Ysgrifennu Level 5 Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar eich penodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Level 3 Darllen: Level 2 Ysgrifennu Level 2 Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd ar eich penodiad
Sgiliau Ymarferol / Personol	Agwedd 'gallaf wneud' gadarnhaol tuag at eich gwaith Sgiliau llythrennedd a rhifedd rhagorol er mwyn galluogi deiliad y swydd i ddeall cyfarwyddiadau ysgrifenedig, labeli, amserlenni gwaith, ac ati Gwybodaeth dda o ddefnyddio cymwysiadau TG sylfaenol a defnyddio dyfeisiau electronig. Yn gallu cyfathrebu gyda staff clinigol a chydweithwyr yn y tîm yn effeithiol. Yn gallu gweithio mewn ffordd effeithiol gydag amrediad o staff, a defnyddwyr gwasanaeth. Yn dangos ymwybyddiaeth dda o Iechyd a Diogelwch, COSHH a Heintio, a Threfniadau Rheoli er mwyn Atal. Yn gallu cyflawni amrediad o dasgau gwaith i safon uchel a manwl gan ddefnyddio canllawiau, gweithdrefnau a thechnegau sefydledig. Yn gallu gweithio fel aelod o dîm ac yn meddu ar y gallu i gymryd cyfarwyddiadau gan reolwyr, ac ymagwedd hyblyg tuag at waith, yn gallu amrywio'r amserlen waith er mwyn bodloni anghenion y gwasanaeth. Gwybodaeth dda o ddaearyddiaeth/cynllun y ffyrdd yng Ngheredigion Yn meddu ar drwydded yrru lawn a glân y DU. Brwdfrydig ac yn meddu ar y cymhelliant i gyflawni'r safonau uchaf o ran hylendid a glendid.
Profiad Hanfodol	Profiad perthnasol mewn warws a/neu amgylchedd dosbarthu, neu barodrwydd i ddysgu Profiad o weithio gyda pheiriannau neu offer
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Hyfforddiant codi a chario Hyfforddiant iechyd a diogelwch yn y gweithle Hyfforddiant Rheoli Sylweddau Peryglus i Iechyd (COSHH). Hyfforddiant am y Cynllun Cod Ymarfer Offer Cymunedol (CECOPS) Gweithiwr Cymorth Cyntaf yn y gweithle. Hyfforddiant ynghylch defnydd cyffredinol o feddalwedd TG a allai fod yn berthnasol i gadw cofnodion. Cynigir hyfforddiant arall pan fo hynny'n briodol.
Dymunol	
Cymwysterau / Hyfforddiant	Profiad ym maes logisteg Profiad o ddefnyddio Wagen Fforch Godi neu Liffert Trydan
Sgiliau Ymarferol / Personol	Byddai profiad o yrru fan o fantais Profiad neu wybodaeth flaenorol gydag offer cymunedol Mae profiad o weithio mewn amgylchedd lle y mae atal a rheoli heintiau yn hanfodol

Job Description

Post Name	ICES Technician
Service	Porth Gofal
Grade	6
Spinal Point/s	7-10
Salary	£24,294 - £25,545 per annum
Job Purpose	<p>Ceredigion Independent Community Equipment Service is jointly funded by Ceredigion County Council and Hywel Dda University Health Board. The service provides equipment to people for use in their own homes to aid or maintain their independence.</p> <p>As a Technician with us you will be responsible for the delivery, installation and collection of community equipment and specialist medical equipment within people's homes and associated locations such as care homes, hospitals and schools across Ceredigion. You will also carry out the efficient receipt, storage and distribution of Personal Protective Equipment (PPE) and other goods.</p> <p>You will provide a vital part of the supply chain process. You will receive, organise and distribute goods and equipment from the warehouse, and you will load and deliver items to service users. You will keep accurate records of stock and deliveries, reporting back to management and assisting with regular stock-checks.</p>
Location	Ceredigion Independent Living Centre, Aeron Valley Enterprise Park, Felinfach, Ceredigion
Hours of Work	37 Hours
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager – Logistics and Operations
Supervisory/Managerial Responsibilities	N/A
Accountability	<p>Although the work is defined by broad guidelines, legislation and the Local Authority policies and procedures and guidance the post holder will be required to:</p> <ul style="list-style-type: none"> • Interpret them and produce local guidance including work which may be developed by the post holder where there is no existing guidance available. • Work to own initiative but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager. <p>Responsible for:</p> <ul style="list-style-type: none"> • I.C.T. equipment e.g. tablet, mobile phone and/or a laptop. • Supplies and equipment relevant to the role such as personal care products, assistive technology, telecare equipment. <p>Joint responsibility for:</p> <ul style="list-style-type: none"> • The use and upkeep of lifting equipment, such as an electric pallet stacker, a fixed lift, a vertical equipment store with powered shelving, manual pallet trolleys, sack trolleys and various other wheeled carriers. • The upkeep of cleaning equipment, such as decontamination unit, pressure washers, industrial drying equipment, washing machine, tumble drier and other manual cleaning equipment

	<ul style="list-style-type: none"> • The safe use, upkeep and cleaning of at least eight vehicles linked to the equipment stores • Arranging maintenance, storage and care for massive quantities of high value community equipment and PPE Stock, worth between two and three million pounds in total.
<p>Contractual Terms Associated with the Post</p>	<ul style="list-style-type: none"> • Involves a great deal of physical work, to lift and carry various items, from small items weighing less than 1kg to large items weighing over 100kg with the appropriate equipment and training. This may require a significant amount of lifting and repositioning. • The nature of the equipment returned from deployment in care settings will require the postholder to undertake appropriate decontamination cleaning and recycling using chemicals for infection, prevention and control measures.
<p>Duties and Responsibilities</p>	
<ul style="list-style-type: none"> • To deliver, install, and demonstrate community equipment and PPE in accordance with manufacturers guidelines, government advice and organisational policy. • Ensure the safe transportation of specialist medical equipment, often worth many thousands of pounds, to service-users who need help and support to maintain independence or need help in recovery from medical procedures. • Communicate sensitively and empathetically with service-user's, prescribers and families who may have recently suffered bereavement or could be experiencing very difficult times, and offering the highest quality service possible. • Dismantle and collect equipment that is no longer needed in line with infection prevention and control guidelines. • To provide advice and practical information on the safe operation of community equipment, keeping up to date with latest equipment, best practices and official guidance documents. • Identifying and reporting faulty equipment, creating incident reports where necessary and ensuring that faults are reported to manufacturers whenever appropriate. • Loading and unloading delivery vehicles, by hand or with lifting equipment, in accordance with manual handling guidance and training, ensuring that health and safety guidelines are adhered to at all times. • Checking for damaged or missing items and then sorting stock for storage in the warehouse. • Carry out cleaning and decontamination of equipment when the need arises, disassemble and thoroughly decontaminate all equipment returned to the stores in accordance with manufacturers' instructions and the Infection Control Policy / guidelines. This equipment will include profiling beds, riser-recliner chairs, commodes, shower chairs, mobility hoists, and a wide spectrum of equipment. • Taking goods to the appropriate storage space using loading and lifting gear for heavy goods. • Keeping a careful record of the stock on the warehouse management system, so that it can be located quickly. • Prioritise and plan workload to make best use of resources using dedicated stock management and logistics software. • To carry out general administrative duties associated with these functions. • Operating a pallet stacker or a pallet trolley to move and rearrange stock, making sure that training is kept up-to-date and all controls and functions of the equipment are familiar to you. • Ensure that products are stored and labelled correctly and safely (especially chemicals). • Picking orders from the storage space and bringing them for packing, or to the loading bay for transportation. • As a packer you'll put products into containers, such as bags, boxes and crates, and then seal the containers ready for delivery. You will also ensure orders are packaged and labelled correctly to prevent errors. • Organising and loading goods on to delivery vehicles. • Cleaning and maintaining the warehouse will be part of the daily routine. • With heavy equipment in operation warehouses can be dangerous places, so following workplace health and safety rules will be essential. 	

- Maintaining communication with service users, addressing complaints and passing on relevant information about stock and deliveries.
- Regularly communicate with colleagues, professionals and members of the public as necessary.
- Support and mentor Assistant Delivery Technicians and new members of the team where appropriate.
- Keep accurate records of deliveries and ensure all documentation is submitted to management on time.
- Properly use and maintain delivery equipment.
- May have to lift heavy products or parcels in line with manual handling training and guidance.
- Drive safely and follow all laws and rules of driving to maintain a safe and healthy work environment having successfully completed Ceredigion Driver Assessment Training (CDAT).
- Be responsible for the condition, maintenance and cleaning of any vehicle being used.
- Follow pre-planned route accurately.
- Maintain communication with management to be informed of any change of delivery, route or schedule
- Inform management of any obstructions to making safe, efficient deliveries on time
- To be available occasionally out of hours to deal with emergency arrangements
- To embrace a positive team culture focused on teamwork and cooperation.
- To ensure a positive image of the Council is promoted throughout the community through courteous, responsive and efficient service.
- Undertake mandatory training and specialist training applicable to the community equipment stores and any other personal development as determined through supervision and appraisal processes.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty that corresponds to the salary level and responsibility level of the job.

Job Evaluation Post Ref

JD 1605

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to GCSE level - including GCSE Maths and English, or NVQ 2 or equivalent qualifications	
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment.
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted are required on appointment .
Practical and personal skills	Positive 'can-do' attitude to work Excellent literacy & numeracy skills to enable post holder to understand written instructions, labels, work schedules, etc. Good knowledge of using IT basic applications and use of electronic devises. Ability to effectively communicate with team colleagues and clinical staff. Ability to work effectively with a range of staff, and service users. Demonstrate good awareness of Health & Safety, COSHH and Infection, and Prevention Controls. Ability to undertake a range of work tasks to an accurate and high standard using established guidance, procedures and techniques. Team player with the ability to take directions from managers with a flexible approach to work, able to vary work schedule to meet the needs of the service. Good knowledge of the geography/road layout of Ceredigion Hold a full clean UK driving license. Enthusiastic and motivated to deliver the highest standards of hygiene and cleanliness.	
Required Experience	Relevant experience in a warehouse and/or delivery environment, or a willingness to learn Experience working with machinery or equipment	
Training/education required to be undertaken for the post/worked towards	Manual handling training Health and safety in the workplace training Control of Substances Hazardous to Health (COSHH) training. Training in Community Equipment Code of Practice Scheme (CECOPS) First Aider in the workplace. Training in general use of IT software as may apply to record keeping. Other training will be offered as appropriate.	
Desirable		
Qualifications / Training	Experience in logistics Experience of operating a Forklift or Electric Lift	
Practical / Personal Skills	Previous van driving experience would be advantageous Previous knowledge or experience with community equipment Experience working in an environment where infection prevention and control are vital	