

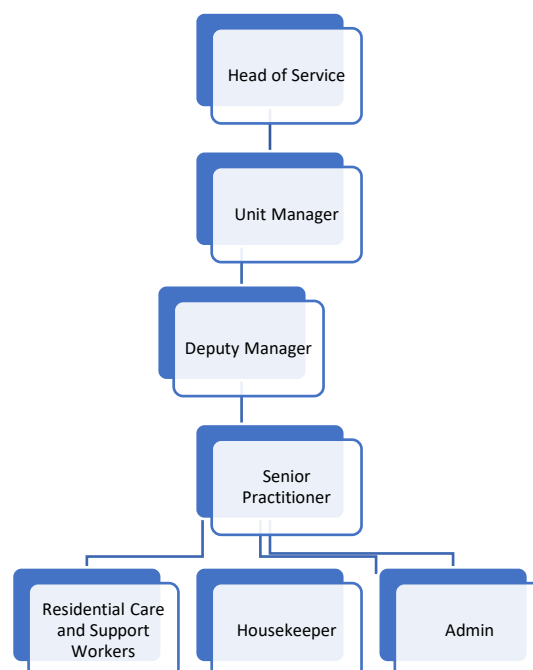
JOB DESCRIPTION

Job Title:	Cook/Housekeeper		
Directorate:	People	Salary:	£24,796 - £25,989 plus £729 London Weighting
Section:	Larchwood – Children’s Social Care	Grade:	BG-J SCP 3 - 6
Location:	Larchwood	Work Style:	Fixed

Key Objectives of the role

- To be responsible for all aspects of cleaning at Larchwood, including daily cleans, deep cleans and some laundry.
- To plan and provide children/young people and staff with a healthy evening meal.
- To maintain high culinary standards and an exceptionally high standard of kitchen hygiene.
- Work positively and proactively to ensure compliance with all processes, particularly those meeting relevant legislation and best industry practice, including Food Safety regulations, HACCP procedures, allergen regulations (FIR regulations), and COSHH regulations.

Designation of post and position within departmental structure



Daily and monthly responsibilities

Working Hours: Mon -Thurs 10:45 - 18:45 Fri 10:45 - 18:15 (including time for lunch)

Cooks tasks

- Must hold a minimum of a Level 2 Food Hygiene Qualification.
- Work carefully, to ensure compliance with all relevant legislation and best industry practice, including Food Safety Act 1990, HACCP procedures (Hazard Analysis and Critical Control Point), allergen regulations (Food Information regulations 2014), and COSHH regulations, through monitoring process and procedures. To include the completion of The Food Standards Agency “Safer Food, Better Business” checks.
- To plan a varied menu that reflects children/young people and staff dietary requirements including allergies, cultural, and their likes and dislikes, within a set budget. Whilst providing opportunities for children/young people to experience different foods.
- To provide children/young people and staff with a healthy home cooked evening meal.
- To provide opportunities with the help of care staff to support children and young people to assist in the preparation of meals, where appropriate.
- Kitchen stock control including the purchasing of weekly grocery shop via online shopping portal.

Housekeeping Tasks

- To maintain an exceptionally high standard of cleanliness throughout Larchwood at all times. This will include regular deep cleans.
- To ensure COSHH records are kept updated as required.
- To ensure cleaning supplies are ordered in a timely manner and to liaise with laundry equipment contractors when required.
- Ensure there is good communication between housekeeper and other staff within the Larchwood team.
- To liaise with Larchwood admin to ensure maintenance work is requested and completed in a timely manner.
- Laundry as and when needed.

Scope of role

Larchwood is a short break Children’s Home, providing personalised short breaks for children/young people, whilst also enabling a break ‘respite’ for parents and/or carers. Larchwood supports children and young people with severe and complex needs who require coordinated health, social and education services.

The post holder is responsible for preparing food in accordance with the requirements of relevant legislation and best industry practice, complying with all local procedures.

The post holder is responsible for ensuring the safety of all children/young people who have allergic reactions to specific ingredients, always working accurately and consistently.

The post holder will be expected to operate within an identified budget.

As part of the staff team the post holder will be responsible for ensuring high standards of health and safety are maintained at all times.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Minimum of Level 2 Food Hygiene Qualification Previous experience of working within the catering sector Good interpersonal skills Ability to work as part of a team	Catering Qualification (minimum Level 2) Previous experience of providing meals for children and young people Experience of managing stock levels and ordering
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of the routine cleaning and maintaining required for equipment. Understanding of and commitment to the requirements of safeguarding children, young people, and promoting their welfare.	Understanding of the legislation around the provision of food. Understanding of the legislation around Health & Safety. Experience of menu design.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. Able to prioritise personal workloads and stay focussed on key tasks. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974	
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.