

JOB DESCRIPTION

POSITION:	Teatime Cook
AT:	Castle Hall
RESPONSIBLE TO:	Home Manager

PAY	£8.03 - £8.48 per hour
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1. ABOUT MENCAP IN KIRKLEES

We are a registered charity providing services to people with a learning disability who live in Kirklees.

2. **OUR VISION** is of a world where people with a learning disability are valued equally, listened to and included.

3. **OUR MISSION** is to:

- Support people with a disability across Kirklees, to fulfil their potential and lead happy and purposeful lives.
- Involve these people and their families, staff and other stakeholders in every aspect of the services and activities we provide.
- Campaign for change & improvement in the lives of people with a learning disability.
- Build on our high quality services and be responsive to changing needs.
- Run an effective & well managed organisation which provides excellent value for money.

4. ABOUT CASTLE HALL

Castle Hall is a 16 bed residential home in Ravensthorpe Dewsbury for older people with a learning disability and age related conditions, providing care 24 hours a day, 7 days a week.

5. THE JOB:

To prepare nutritious meals to all residents on a daily basis, ensuring all health and safety and environmental health standards are achieved and maintained.

You must make yourself available on occasional weekdays in order to complete and update your mandatory training and attend team meetings.

All staff are expected to maintain high standards of customer care in the context of the organisation's vision, to uphold the Equality and Diversity Policy, health and safety standards and to participate in training activities necessary to their post

6a. MAIN DUTIES

- Prepare, cook and serve meals, snacks, cakes and drinks in accordance with the specified menus and to a high standard and quality.
- Ensure menus are presented and displayed in such way that residents can understand them and make daily choices on what they would like to eat during the day.
- Ensure that meals are provided in sufficient quantities, taking into account the diets to meet medical, ethnic and personal needs and preferences.
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
- Ensure that the kitchen and serving areas are clean and maintain a high standard of infection control and adhere to the Food Standards Act 1999.
- Ensure that crockery, utensils, work surfaces and other kitchen equipment is cleaned regularly and that all necessary hygiene and health and safety standards are maintained in the kitchen and dining room.
- Ensure that appropriate clothing, including head ware, is worn at all times by staff working within the kitchen area.
- Cooperate fully with statutory inspections and implement recommendations as appropriate.

- Carry out good food management, temperature controls and HACCP documentation according to current Food Hygiene regulations.
- To ensure that the kitchen inventory is maintained and kept up to date and to report to the Home Manager any items that are damaged or need to be replaced.
- To report any suspected pest infestation to the Home Manager immediately.
- To promote and maintain a professional attitude towards residents, visitors and colleagues.
- Comply with risk assessments.
- Ensure the kitchen is secure and not entered by unauthorised personnel.
- Where possible, ensure that refuse is recycled.

6b. OTHER RESPONSIBILITIES

- To attend team meetings, training and briefing sessions as and when required.
- To attend regular supervision and appraisal meetings in line with Mencap in Kirklees policy.
- To promote the organisation in a positive and professional manner at all times.
- To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the post-holder's manager.
- To observe for, and where appropriate, assist in resolving any signs of abuse in accordance with Mencap in Kirklees policies and procedures.
- The post-holder's duties must at all times be carried out in compliance with our Equality & Diversity Policy and any other policies designed to protect employees or service users from harassment.
- It is the duty of the post-holder not to act in a prejudicial or discriminatory manner towards the people we support, family carers, employees or other professionals and to uphold and promote Mencap in Kirklees ethics, vision and values. The post-holder should also counteract such practice or behaviour by positively challenging or reporting it.

7. KNOWLEDGE & EXPERIENCE

- a. Understanding of food hygiene regulations.

- b. Previous catering experience within a commercial or business setting.
- c. Understanding of COSHH.

8. SKILLS & ABILITIES

- a. Committed to providing a high quality service.
- b. Responsive to resident’s individual dietary and cultural needs.
- c. Level 2 qualification in a recognised catering qualification with a commitment to working towards a higher level.
- d. First Aid Certified.
- e. Commitment to continued learning and development in relation to this role.
- f. Ability to drive and have a car available for work.

9. PAY SCALE (AS AT 1st APRIL 2018)

Less than 18 months service		Over 18 months service	
Level 2 catering qualification	Level 3 catering qualification	Level 2 catering qualification	Level 3 catering qualification
£8.03	£8.23	£8.28	£8.48

10. TRAINING & QUALIFICATIONS:

Our staff are our biggest asset and we want them to be well trained so they are able to provide high quality care to the people we support. In order that you can do that we will provide training in all relevant topics. Whilst we arrange and pay for your training you will be expected to do some of the work, including coursework, in your own time. You will not be paid for this.

You will be expected to already hold, or be willing to work towards the following mandatory and core qualifications:

Mandatory training	
Safeguarding	Infection Prevention & Control
Mental capacity & Deprivation of Liberty Safeguards	Dementia Awareness
Dignity	Equality & diversity
Data Protection & use of IT	Distraction & intervention
First Aid	Food hygiene
Health & Safety	Learning disability awareness

Fire Safety	Recording skills
Fluids & nutrition	Moving & handling

11. BENEFITS OF WORKING FOR MENCAP IN KIRKLEES

- a. Enrolment into our workplace pension scheme into which Mencap in Kirklees contributes 3% of your salary if you meet our qualifying criteria.
- b. Enrolment into a healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses.
- c. A generous holiday allowance that increases the longer you work for us.
- d. Sick pay and family friendly policies after a qualifying period
- e. Membership of Mencap Extra’s offering discounts on lifestyle purchases such as cinema tickets and meals out.
- f. Ongoing investment in your personal development and training to help you to achieve your career goals.

12. A DAY IN THE LIFE OF:

I arrive at work for 3pm. I will check the diary for any instructions for my shift. I will ask residents if they would like a drink and on serving the drinks I will offer the residents the choices on offer for teatime. If any of the resident do not want what is on offer I will offer further alternatives. I will then prepare the meal checking the resident’s dietary requirements are met and I will record all the necessary temperatures and complete all kitchen paper work needed. After the meal has been served I will wash up and look at the cleaning schedule and complete the tasks required. I ensure that the kitchen is in a clean condition before leaving for the evening at 7pm.

13. NEXT STEPS

You can get an application pack by ringing the Admin Team on 01484 340811 or you can download one from our website www.mencapinkirklees.org.uk

Send your completed application form to:

Admin Team
Mencap in Kirklees
Brunswick House, 33 East Street
Lindley
Huddersfield
HD3 3ND.

Or email it to hr@mencapinkirklees.org.uk

Or you can hand it in at any of our services.

If you want to have a chat with the Home Manager before filling in an application form you can telephone Elaine Richardson on 01924 520270 or email elaine.richardson@mencapinkirklees.org.uk

LAST UPDATED: NOVEMBER 2018

Shortlisting criteria

We will use the following matrix when shortlisting candidates for interview.

Essential	Desirable
Previous catering experience within a commercial or business setting	First Aid Certified
Understanding of food hygiene regulations	Ability to drive and have a car available for work
Experience of using IT systems	
Level 2 qualification in food preparation/catering	
Understanding of COSHH	
Commitment to learning & development	