

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title	Residential Housekeeper/Cook
Reports to:	Home Manager
Salary:	£19,668 - £20,582 p.a. (SCP 6-8)
Hours of work:	37 hours per week – flexible working hours including occasional evenings and/or weekends
Job Purpose:	<ul style="list-style-type: none"> To provide a domestic service to a residential bungalow ensuring that the highest standards of cleanliness and hygiene are maintained consistently. To prepare food and serve meals to the young people. To play a crucial role in ensuring visitors, young people and families all receive a positive impression of our homes by taking pride in the quality and appearance of the home.
Main Duties & Responsibilities:	
<p>Catering</p> <ul style="list-style-type: none"> Responsibility for managing food ordering/shopping within the allocated budget. Management of the menus in partnership with the staff team, led by young people's choice and preferences, ensuring a high standard of nutritional value. Good working knowledge of special diets and food preparation, including blended diets and other specialised requirements. Prepare, cook and serve 'home cooked' meals as required within the bungalow. To take and monitor food temperatures prior to serving. To establish a rapport with the young people and obtain feedback from them about the meal. <p>Hygiene and Cleaning</p> <p>Housekeepers will be required to participate in any general domestic cleaning and tidying and may be responsible for all or some of the following areas as directed by your line manager:</p> <ul style="list-style-type: none"> Washing floors and other surfaces, vacuuming, sweeping and dusting. Polishing or damp dusting large items of furniture, radiators, windowsills etc. Cleaning bathrooms and toilets to include sinks, taps, toothbrush holders etc. Cleaning living rooms, bedrooms and hallways. Laundering sheets, towels and personal clothing – this may include washing, drying and/or ironing. To clean domestic kitchens including surfaces, large and small pieces of equipment, including microwave and ovens, fridges and freezers. To take and monitor fridge and freezer temperatures. 	

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- To wash up and put away all equipment used in the preparation and cooking of meals.
- To ensure specialist seating and dining chairs are clean after meal times.
- To report maintenance issues as per procedures.
- To support with legionella checks as advised.
- Keeping storage areas clean, tidy and stocked up at all times to include paper towels, soap, toilet rolls etc.

Health & Safety

- Adhere to all appropriate CHF policies.
- Make certain that chemicals / equipment are used and stored correctly and safety procedures adhered to at all times.
- Understanding and ensuring the implementation of CHF's Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
- Reporting to your Line Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
- Undertaking any activities as may be required to ensure the safe and effective running of the house in compliance with Health & Safety regulations.

Professional Development :

- To recognise and support each person's preferred style of communication.
- Undertake all induction and mandatory training in Chailey Heritage Foundation and any other appropriate training as required.
- To develop good working relationships with parents/carers, members of staff and with our Young People where appropriate.
- To participate annually in Performance Management reviews.

Other:

- At all times to work within the confines of Chailey Heritage Foundation's confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy.
- Complying at all times with Chailey Heritage Foundation's policies and procedures including the Code of Conduct.
- To undertake any other task that may be reasonably asked of you by your line manager.

This is not a comprehensive list of all tasks required of the post-holder, it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

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Qualifications	Essential	Desirable
Numeracy and Literacy	X	
Current Food and Hygiene Certificate	X	
NVQ Level 1/2 in Cleaning and Support services		X
Knowledge and Experience		
Understanding of the specific catering needs and diets at CHF	X	
Experience of young people with disabilities		X
Experience of domestic work	X	
Experience of food preparation	X	
To be able to understand or to develop an understanding of the rights and needs of children and young adults with a disability	X	
Able to understand or to develop an understanding of the need to maintain and respect confidentiality	X	
Skills and Abilities		
Ability to interact with a range of people/young people	X	
To be able to take direction from supervisors in line with CHF's policies and procedures	X	
Ability to communicate effectively both verbally and in writing	X	
An active team player but also able to work on own initiative	X	
Good organisational and time management skills	X	
Ability to prioritise and respond to differing demands as required	X	
Knowledge of Safeguarding principles		X
Knowledge of Moving and handling legislation and COSHH regulations		X
Knowledge of infection and hygiene procedures		X
Basic Computer and IT skills	X	
Qualities		
Sensitivity, integrity, adaptability	X	
Self - motivated	X	
Ability to work flexible and unsocial hours	X	
Good attendance record	X	
To be prepared to develop further training and knowledge beyond the basic requirements of the position	X	
ability to inspire people to work with you	X	
Special Conditions		

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Must be able to cope with the physical demands of the job	X	
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