**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: | **Housekeeper** |
| Responsible To: | **Residential Home Manager** |
| Department: | **Residential Services** |
| Salary Range: | **£17,270 - £18,321** |

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| **JOB ROLE** |

Working as part of a highly committed team, the Housekeeper is one of the key roles within the home; you will play a crucial role in ensuring visitors, residents and families all receive a great first impression of our home by keeping young people’s rooms and common areas clean and carrying out other general tasks within the home.

You will also ensure that young people have a well-balanced and nutritious diet and ensure that menus are well planned and balanced to meet their dietary and cultural needs and intolerances.

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| **KEY DUTIES** |

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| No | Description of Duties | Job Competence Reference |
|  | **COOKING*** To devise a weekly menu in line with young people’s needs and requests.
* To prepare high quality, nutritious cooked meals from fresh ingredients on a daily basis.
* To prepare suitable food for consumption for days when not working. This can be food which can be reheated or defrosted and easily prepared.
* To be creative in trying out a range of hot meals/snacks daily meeting cultural and diversity needs.
* Sensitivity towards young people’s individual dietary/intolerances/cultural needs and to be able to prepare meals accordingly.
* To support young people in their engagement with cooking and food preparation in line with their care plan working closely with their key worker at all times.
* To ensure mealtimes are as smooth and enjoyable as possible
* To clear up and wash dishes and kitchen area after the meal has been eaten.
* Awareness and understanding of allergies in foods that may be harmful and to manage the risk posed.
* To shop around for the best ingredients to meet planned menu requirements ensuring stock of key ingredients is available at all times and complete the weekly food shop.
* To ensure food budgets are adhered to at all times.
* To plan and prepare food for day trips out, birthday celebrations, training sessions, meetings etc as required.
* To manage all risk within the kitchen area e.g. hot stoves, knives etc.

**KITCHEN MAINTENANCE*** To ensure the kitchen area is kept clean, tidy and hygienic at all times.
* To undertake a deep clean of the kitchen area at least once per week including wiping down of surfaces, cleaning of cupboards, fridge, appliances etc
* To maintain and update Safer Food Records and any other records in line with food safety and company policies and procedures.
* To update manager of any damage to equipment and the need for any crockery, kitchen appliances etc.

**CLEANING/GENERAL HOUSEKEEPING*** + - * Daily/regular cleaning of the service
			* One off- cleaning as required.
			* Deep clean of service, once per week
			* Laundry, including ironing.
			* COSHH orders and monitoring of cleaning stock
			* COSHH data sheets and ensuring risk assessments in place for products used in service.

**ADDITIONAL REQUIREMENTS*** To undertake training as necessary to fulfil the requirements of this role.
* To maintain confidentiality at all times.
* To adhere to company policies and procedures at all times
* To undertake any other duties as required by the manager within the scope of the post. To carry out support tasks in accordance with the care plan and behaviour support plans of the service user.
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PERSON SPECIFICATION

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| Job Title: Cook  |

Candidates will be assessed for shortlist and interviewed against the following criteria.

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|  | Short listing criteria | Essential | Desirable | How tested? |
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| 1. Experience/Qualifications |
| 1.1 | Basic Food Hygiene Certificate or Willingness to achieve is essential | √ |  | A |
| 1.2 | Food Hygiene Certificate is preferred but not essential  |  | √ | A |
| 1.3 | Experience of working with children and young people with disabilities is preferred but not essential |  | √ |  |
| 1.4 | Experience of safer food business checks |  | √ |  |
| 1.5 | Experience of working in a residential setting is preferred but not essential |  | √ |  |
| 2. Competencies |
| 2.1 | Effective written and oral communication skills. | √ |  | A/I |
| 2.2  | Awareness of the needs and rights of children and young people in general. | √ |  | A/I |
| 2.3 | A commitment to anti-oppressive practice |  | √ | A/I |
| 2.4 | An ability to work both under own initiative and as part of a team. | √ |  | A/I |
| 2.5 | Basic administrative skills. |  | √ | A/I |
| 2.6 | Ability to be flexible and adaptable and show willingness to work in any of the Progress Children’s homes. | √ |  |  |
| 2.7 | An ability to plan and prepare a range of foods for celebratory events and themed evenings. |  | √ |  |
| 2.8 | An ability to be creative when devising menus | √ |  |  |
| 2.9 | An ability to explore new ideas | √ |  |  |

Key for Assessment Method: A: Application form I: Interview