

Job Description – Housekeeper/Cook

Location:	Residential House
Line Managed by:	Residential Manager
Salary Scale:	£16,500
Hours of Work:	35

Job Purpose

To provide a healthy menu and meet dietary needs of young people, working in collaboration with Residential Staff. Also maintaining environmental standards throughout the Home.

Key Duties and Responsibilities:

- Responsibility for ensuring and promoting the safeguarding of any young people that you may meet.
- Work in accordance with Spark of Genius vision and aims

Cooking

- Ensuring that you remain within the budgets set for provisions when buying in the shopping for the Centre.
- Preparing and cooking a selection of healthy meals on a daily basis
- Meeting dietary needs of young people on an individual basis
- Build and maintain positive relationships with young people
- Recording food temperatures on relevant log sheets
- Preparing buffets/meals etc at short notice for visitors (social workers/ Local Authorities/ Families)
- Prepare a range of home baking.

Cleaning

- To ensure a high standard of cleanliness throughout the Centre, including the kitchen at all times.
- Liaise with management and staff in relation to daily chores requiring completion
- Ensure any hazardous material is locked away when not in use
- Ensure all glass and mirrors are cleaned regularly
- Ensure all toilet facilities are cleaned to a high standard as well as ensuring there is enough soap, toilet rolls and hand towels
- Ensure any maintenance issues are reported to your line manager in a timely manner
- Ability to use your initiative with regards to areas needing cleaned
- Ability to take direction from your line manager



- To carryout deep cleans in the building as required or requested by your line manager

Other Requirements:

- You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
- The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
- Any other reasonable management instruction

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at any time within legal notification frameworks, however, not outside what is considered reasonable to the original post.

Person Specification –Housekeeper/Cook

	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications		A recognised culinary qualification	
Experience	Previous experience in a culinary role		Application Form & Reference Check
Skills	<p>Good communication with colleagues and young people</p> <p>To use own initiative</p> <p>Work as part of a team</p> <p>Flexible approach to work</p> <p>Good organisational skills</p>		Application Form, References & Interview
Knowledge/Skills and Abilities	<p>Knowledge of Health and safety requirements surrounding the cooking and preparation of food</p> <p>Food hygiene knowledge</p>	<p>Knowledge of health and safety surrounding cleaning materials. Awareness of COSHH.</p> <p>Recognised Food Hygiene certificate.</p>	Application Form & Interview
Other Requirements	A willingness to participate in any in house training as required	Full driving licence	Application Form & Interview