

JOB DESCRIPTION

Job Title: Cook / Housekeeper

Reports to: Registered Service Manager

Overall Job Purpose

To contribute positively to an organisational culture which strives for and values the best in individual care and education through commitment to the highest standards of hygiene and cleanliness. To contribute by general housekeeping, cleaning and cooking duties to maintaining a high standard of cleanliness and domestic hygiene at a Moore House Care & Education service.

Key Responsibilities

1. Take a leading role in providing and maintaining as pleasant and safe environment as possible.
2. Engage with young people in a positive manner and help them develop life skills for the future, seeking to involve and educate the young people where possible in a range of domestic tasks.
3. Undertake more extensive cleaning projects throughout the service to maintain a high state of cleanliness, hygiene and presentation.
4. Attend to the daily toiletry and domestic linen needs for any toilets, washrooms, linen cupboards and kitchen.
5. Take a lead role in planning and ensuring a balanced and nutritious menu is offered to the young people.
6. Shop for and prepare daily meals for young people and staff within the service, observing appropriate kitchen hygiene and food handling procedures.
7. Maintain an overview of the state of appliances, domestic equipment, furnishings, as well as the general environment, and report any concerns or damages to the Registered Service Manager.
8. Assist residential childcare staff to support young people to maintain suitable standards of cleanliness and hygiene, and to assume responsibility for basic domestic routines and caring for their clothes and personal possessions.
9. Observe and maintain appropriate domestic routines in accordance with relevant health and safety regulations and with identified procedures for dealing with potentially dangerous equipment and materials.

Qualifications and Experience

- Basic Grade education;
- Certificate in basic food handling procedures or willingness to obtain certificate;
- Previous cooking experience;
- Previous experience in domestic and / or industrial cleaning preferred;
- Previous experience of interacting and relating to young people would be helpful.

Person Specification

Personal Competencies

- Physically and mentally fit;
- Mature, trustworthy and reliable;
- Good interpersonal and communication skills;
- Basic literacy and numeracy skills;
- Ability to work as part of a team;
- Ability and willingness to relate and interact with young people;
- Ability to exercise initiative and good judgement when required;
- Ability to plan and attend to details.

Professional Competencies

- Sound working knowledge of domestic and / or industrial cleaning procedures;
- Knowledge and understanding of healthy eating and nutritious menus;
- Ability to prepare appetising and nutritious meals for young people;
- Ability to work alongside young people.

References and Associated Checks

- Two references, at least one must be current / previous employer;
- Protection of Vulnerable Groups check at Enhanced level;
- Occupational health check.

Other

- Clean UK driving licence preferred.