



LOLT Job Description: Cook & Domestic Assistant (Part time)

Post: Part time (0.4 FTE, normally 15 hours per week)

Contract: 6 month Fixed Term contract (June – December 2019).

Salary scale: £ 16,557 – £17,190 (pro rata)

Holidays: 11.5 days paid holiday + bank holidays

Reports to: Doris Phillips (Domestic Facilities Manager)

Overall purpose of the post

1. To cook meals and provide a high standard of catering support to the Domestic Facilities Manager that enables the centre to deliver high quality programmes of outdoor education, personal and social development, field studies and adult training in a residential setting.
2. To undertake cleaning duties to ensure that a high standard of cleanliness and hygiene is maintained.

Principal responsibilities

1. Prepare ingredients and cook food in accordance with the menu plan for breakfast, lunch and/or dinner.
2. Prepare packed lunches or buffet meals in accordance with requirements.
3. Receive, check and put away deliveries.
4. Clean the kitchen equipment, work surfaces and floor to maintain clean and hygienic conditions to meet health and safety standards.
5. Pre wash all plates, cutlery and crockery before loading the dishwasher. Wash and clean all cooking utensils.
6. Carry out a range of cleaning duties throughout the centre including vacuuming and polishing floors, dusting, polishing, cleaning the mobiles, mopping and window cleaning.
7. Assist in the preparation of bedrooms for new residents including bed making.
8. During periods when the Domestic Facilities Manager is not on site or absent take responsibility for placing food orders and menu planning.
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.



Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Education and Qualifications

Essential

- This post requires satisfactory clearance of a DBS enhanced disclosure
- Literate and numerate
- Relevant qualification or experience in the safe preparation of food / domestic cleaning.

Desirable

- First Aid Certificate
- Food Hygiene Certificate

Experience and Knowledge

Essential

- Awareness of healthy eating principles
- Awareness of different food groups
- Awareness of special dietary requirements
- Ability to comply with statutory regulations, guidelines and policies
- Ability to work as part of a small, committed team