

JOB DESCRIPTION



Post Title	Housekeeper
Salary	
Other	
Reports to	Home Manager

Main Purpose of Job	To undertake duties associated with the preparation and cooking of meals for children/young people, and cleaning the home in a way that promotes the children's well being and development.
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Main Responsibilities and key Results Area's	
<ul style="list-style-type: none"> • To work as part of a team in order to maintain an effective integrated service ensuring flexibility at meal times according to the child/young persons school times, activities and holidays • To ensure the home is clean and tidy • To plan and implement menus that provide a healthy, balanced diet which is in keeping with each child's care plan, whilst taking into account the child/young persons wishes, preferences and culture. • To prepare and cook meals in accordance with the menu plan. • To plan and implement a system of stock control and ordering of provisions in keeping with the homes budget and to maintain adequate records. • To implement a cleaning schedule that meets with the requirements of food hygiene regulations. • To comply with the requirements of the Children Act 1989 and other relevant legislation and statutory requirements for residential care. • To enable the children / young people to have the opportunity to participate in the preparation of their own food, snacks and beverages under close supervision of care staff where appropriate. • To promote a homely environment, using home making skills, home made cooking as part of the menu planning, to help create a caring and nurturing environment. • To develop positive relationships with the children and young people living in the home to reflect their maturational level and their growth towards adulthood. • To attend and participate in team meetings, and supervision sessions and undertake agreed training programmes. • To promote the Company's values principles and procedures. 	

Other Requirements:
<ul style="list-style-type: none"> • 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.

Health & Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

northern**care** is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. northern**care** condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

PERSON SPECIFICATION



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	ESSENTIAL	DESIRABLE	VERIFIED BY
QUALIFICATIONS			
Training courses in relation to Health and Safety		D	Application Form/ Certificate
Qualifications indicating literacy to National Standards	E		Application Form/ Certificate
Basic Food Hygiene	E		Application Form/ Certificate
SKILLS			
Ability to work across cultures	E		Application Form/ Interview
To work on own initiative	E		Application Form/ Interview
To be able to carry out the role efficiently and effectively	E		Application Form/ Interview
To prioritise the work load	E		Interview
Ability to work within an environment which cares for adolescent young men	E		Interview
KNOWLEDGE			
Understanding of Health and Safety regulations in relation to the role	E		Application Form/ Interview
Food Hygiene regulations	E		Application Form/ Interview
Understanding use of cleaning materials concerning safety issues	E		Application Form/ Interview
Understanding the behaviours of adolescent's	E		Application Form/ Interview
Cooking activities across a range of meal preparation	E		Application Form/ Interview
Organising and forward planning	E		Application Form/ Interview
Cross culture dietary needs	E		Application Form/ Interview
Specialised diets	E		Application Form/Interview

EXPERIENCE			
Previous experience in domestic work	E		Application Form/ Interview
Work in a catering environment	E		Application Form/ Interview
Menu Planning	E		Application Form/ Interview
Stock Control and Food Costing	D		Application Form/ Interview
Working within a team	D		Application Form/ Interview
Record Keeping	D		Application Form/ Interview