

HAFOD CARE ASSOCIATION LIMITED

POST: Cook/Kitchen Domestic Assistant

ESTABLISHMENT: Arosfa Sheltered Scheme

RESPONSIBLE TO: Scheme Manager

Main purpose of the Post:

To be responsible for providing meals for the tenants and keeping the kitchen and immediate dining area clean and tidy.

Principal Accountabilities:

1. To prepare and cook lunch and evening meals for the residents taking into account the health living options.
2. To handle and store cleaning and equipment in a responsible manner, reporting any equipment defects/faults to the Manager.
3. To contribute to and maintain a safe and secure environment in accordance with Health and Safety Legislation and basic hygiene procedures.
4. To participate in dining room duties including laying, waiting at and cleaning tables/trays.
5. To provide and prepare the breakfast to hand to the tenants.
6. To assist in the washing up and cleaning of food production areas, equipment and utensils.
7. To assist in food stock rotation and food storage procedures.
8. To communicate, negotiate and consult with residents, being aware of rights and choices.
9. To develop and maintain effective working relationships with other members of staff to enable team working.
10. To maintain a professional and hygienic appearance at all times.
11. To participate in training as provided by the Department.
12. To carry out any other duties as determined by the Manager that fall within the purview of this Post.

PERSON SPECIFICATION: KITCHEN/DOMESTIC ASSISTANT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Ability to prepare and cook healthy meals. To hold a current Food Handling and Hygiene certificate or be willing to undertake them on employment.	*****
WORK EXPERIENCE	*****	Domestic experience gained within a commercial or institutional setting
SKILLS & KNOWLEDGE	Good verbal and written communication skills	Demonstrate knowledge of cleaning procedures Knowledge of COSHH
SPECIAL APTITUDES	Ability to work without supervision Practical approach Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with the care of older people
PERSONAL QUALITIES AND ATTRIBUTES	Common sense Tolerance Understanding Dependable	
OTHER REQUIREMENTS	Able to work at short notice when required Weekend working	

PAY AND CONDITIONS – KITCHEN DOMESTIC ASSISTANTS

1. The hourly rate for this position is **£5.99** depending upon age and experience].
2. A cost of living rise is awarded each year.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 weeks per annum [pro rata].
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS
Monday 28th September 2009