



JOB DESCRIPTION

JOB TITLE: Catering and Domestic Support

HOURS: 30 hours per week

SALARY: £16,380

BASED: Dry Arch Sure Start

RESPONSIBLE TO:

The Dry Arch Centre Management Board through Day Care Manager and Sure Start Manager

JOB PURPOSE:

To provide a catering service for the Dry Arch Children's Centres and where necessary the provision of snacks, meals for other services such as Out of Schools, Playgroups, Crèche etc.

PRINCAL DUTIES

1. To Undertake menu planning in consultation with the Day Care Manager
2. Oversee and participate in the preparation and cooking and serving of main meals, snacks etc. in accordance with specified menus.
3. Ensure menus are displayed showing choices.
4. Determine quantities to be cooked and size of portions to be served, taking into account all diets to meet medical, ethnic and personal needs.
5. Check quantity and quality of stock received and notify the Day Care Manager of deficiencies.
6. Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
7. Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the Day Care and Environmental Health guidelines.
8. To ensure all required temperatures, risk assessments and records are kept every day or as required.

9. Co-operate fully with the statutory inspections and implement recommendation as appropriate.
10. To undertake such other duties as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the Dry Arch Children's Centres may require work attendance outside normal working hours.

GENERAL DUTIES

- Attend training, supervision and development opportunities as directed by the Line Manager
- Attend appropriate Safeguarding training.
- Attend meetings and produce verbal and written reports as requested by the Line Manager.

Adhere to all Centre policies and procedures, in particular all duties must be carried out to comply with:-

- Notification of accidents and other health and Safety requirements
- Statutory legislation, in particular the Health and Hygiene regulations
- Nationally and locally agreed codes of practice
- Fire precautions

EQUALITIES

- The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.
- S/he must have an understanding of and commitment to equal opportunities and anti-racism.
- S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

POLICIES & PROCEDURES

- The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Dry Arch Children's Centres Ltd. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS FOR THE ROLE

- A minimum of 3 years' experience in a similar role
- A relevant qualification
- Highly organised, with attention to detail
- A can do approach with a friendly cheerful disposition

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.