

## JOB DESCRIPTION

**– Cook –**

**Sybil Levin Day Centre**

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| **Post Title:**  **Department:**  **Responsible to:**  **Based:** | Cook  Day Care  Sybil Levin Centre Manager  Sybil Levin Health and Wellbeing Centre, Cinderhill, Nottingham | **Pay Scale:**  **Hours of Work:**  **Tenure:**  **Date of issue:** | £8.45 per hour – AUNN living wage (£16,258 p/a FTE)  12 hours per week,  4 hours per day, Wednesday, Thursday & Friday (9.30am-1.30pm each day)    Permanent  January 2018 |

**PURPOSE OF THE DEPARTMENT/SERVICE**

The Sybil Levin Health & Wellbeing Centre is a multipurpose day centre providing a range of personalised activities and services for older people, including specialist day care for people with mild to moderate dementia, and support services such as assisted bathing.

Sybil Levin is currently undergoing a process of transformation and our vision is to create a centre of excellence providing cutting edge specialist dementia day care services.

**PURPOSE OF THE POST**

To provide home cooked meals, snacks and baking for service users in the day centre (around 17-25 people). To work as part of the team to ensure the efficient running of the day centre.

**KEY DUTIES & RESPONSIBILITIES**

The post holder is expected to demonstrate an acceptable level of competence in their role for each of the key duties and responsibilities listed below.  Competence means demonstrating the required skills, abilities, attitude and behaviours in your work role.

**Communication and Customer Service** **(C&C)**

1. To work sensitively with a team of volunteers and guide them in their duties.

**Planning and Organisation** **(P&O)**

1. To work with the Centre Manager to plan cost effective menus which also ensure older people have a choice of nutritional meals each day.
2. To prepare and cook food for lunches each day, Wednesday, Thursday, Friday (some baking required).
3. Do the shopping list, weekly and monthly to ensure there is food in to cover the daily menus

**Recording & Monitoring** **(R&M)**

1. To be responsible for simple records appropriate to this post (i.e. probe charts, fridge and freezer temperature, etc.).

**Quality (Q)**

1. To be responsible for ensuring the kitchen is left in a clean and tidy condition at the end of each shift adhering to all health and safety rules.
2. To be responsible for the bulk of the cleaning and shopping lists

**Charity Focus** **(CF)**

1. To attend training, as required, for which extra hours may be available.
2. To attend meetings, as required.

**Team Work** **(TW)**

1. To provide cover when needed

**Charity Responsibilities - Standard Clauses**

Your Needs

* You will keep under review your own developmental needs, keep yourself informed of current issues and be alert to the Age UK Notts training programmes and policies and attend all supervision meetings advised by your line manager. It is your responsibility along with your line manager to identify training and development needs and to inform your line manager of these (C&C, P&O).

Equality and Diversity

* You will uphold the Age UK Notts Equality and Diversity policies and practices thereby promoting fair and quality services to all. If Age UK Notts deem you have breached any of these policies this may be dealt with under the disciplinary procedure. All policies can be viewed on Yammer - please ensure you refer to the Equality and Diversity Policy and the Bullying and Harassment Policy (Q, CF).

Health and Safety

* You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the Age UK Notts Health and Safety Manual (Q).
* You will exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by Age UK Notts or provided by a third party for individual or collective use in the performance of your duties (Q, C&C).

Safeguarding

* You will raise any concerns regarding safeguarding and report all allegations of abuse in line with the Age UK Notts Safeguarding policy (Q, CF, C&C).

Customer Care

* You will promote and deliver services in a way which is sensitive and responsive to those receiving such services and be aware of and implement the Age UK Notts customer care policies and service level agreement requirements (if applicable) (C&C, Q, CF).

Professional Integrity

* You will maintain at all times the professional integrity of the Charity and represent its main interests in any dealings with other bodies, groups and individuals (CF, Q).

Quality Assurance

* You will uphold and proactively contribute to the Age UK Organisational Quality Standard (Q, CF).

Other

* Participate in, and promote fundraising & income generation (CF, C&C).
* Promote all Age UK Notts services and trading products (CF).
* You will attend staff meetings, the annual staff conference and other meetings as requested in order to keep up to date with information within the Charity (CF, C&C, Q).
* You will provide for your line manager, weekly diary sheets and any other reports or information as required (C&C).
* You will carry out any other specified tasks that may be reasonably required by the relevant Manager, with the proviso that any changes of a permanent nature will be included in the job description (TW).

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**I confirm that I have discussed the content of this Job Description with my line manager and that I understand its content.**

**Name of Employee:**

**Signature of Employee: Date:**

**Name of Supervisor:**

**Signature of Supervisor: Date:**

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**Person Specification**

**– Cook –**

**Sybil Levin Health and Wellbeing Centre**

**Please indicate on enclosed application form evidence to show why you fulfil each individual point below:**

## Essential Requirements

* + - 1. To have the ability to relate well to older people from a wide variety of backgrounds. (C&C)

1. To have the ability to plan varied and cost effective menus with the Centre Manager. (P&O)
2. To have the ability to prepare and cook simple, nourishing meals suitable for older people. (Q, C&C)
3. To have the ability to work as part of a team. (TW)
4. To have the ability to work sensitively alongside a team of volunteers. (TW)
5. To have the ability to keep simple, accurate records appropriate to the post. (R&M)
6. Knowledge and understanding of Equality and Diversity issues and a commitment to implement the Age UK Notts Equality and Diversity policy. (C&C, Q, TW, CF)

# Desirable Requirements

* + - 1. Basic Food Hygiene Certificate or other relevant qualification (full training appropriate to the post will be given if necessary).(SK)
      2. Previous experience of working with older people. (C&C, Q)



**Summary of Main**

**Conditions of Service**

**– Cook –**

**Sybil Levin Health and Wellbeing Centre**

**Salary:** £8.45 per hour – AUNN living wage (£16,258 p/a FTE)

**Start Date:** As soon as possible

**Hours of Work:** 12 hours per week, worked 4 hours per day on Wednesday, Thursday & Friday (9.30am-1.30pm each day).

Age UK Notts consider a full-time working week to be 37 hours, Monday to Thursday 9.00 a.m. to 5.00 p.m. and 9.00 a.m. to 4.30 p.m. Friday with 30 minutes for lunch (which is unpaid). Age UK Notts operates a scheme of flexible working hours.

**Holidays:** 24 working days (pro rated for part time hours). Employees are granted 8 Public Holidays. One additional days leave is added to the annual leave entitlement for each year of service up to a maximum of 8 additional days.

**Mileage**

**Allowance:** Currently 45p per mile.

**Pension:** The Charity will contribute 4% of basic salary into our NEST pension scheme after 3 months service with a phased employee minimum contribution rising to a maximum of 4% from 1st April 2019 (in line with auto-enrolment rules). However employees may contribute more than the minimum required employee contribution.

**Place of Work:** Sybil Levin Health and Wellbeing Centre

**Timetable for Appointment**

**Post Advertised:** Friday 26th January 2018

**Closing Date:** Friday 9th February 2018 at 9am

**Short-listing:** Friday 9th February 2018

**Interviews:** Thursday 15th February 2018

**N.B.** Due to financial constraints, applicants who are not short-listed will not be notified. If you have not received an invitation to attend an interview within three weeks of the closing date you may assume that your application has not been successful.