



## JOB DESCRIPTION

### Relief Cook

### Sybil Levin Day Service

|                        |                         |                       |                                       |
|------------------------|-------------------------|-----------------------|---------------------------------------|
| <b>Post Title:</b>     | Relief Cook             | <b>Pay Scale:</b>     | £9.90 an hour                         |
| <b>Department:</b>     | Sybil Levin Centre      | <b>Hours of Work:</b> | Casual – on an as-when-required basis |
| <b>Responsible to:</b> | SPECAL Coach            | <b>Date of issue:</b> | January 2023                          |
| <b>Based:</b>          | Sybil Levin Day Service |                       |                                       |

### PURPOSE OF THE DEPARTMENT/SERVICE

The Sybil Levin Day Service is a specialist SPECAL-Led day service supporting people with dementia and their carers using the SPECAL method.



Contented  
Dementia Brochure.

### PURPOSE OF THE POST

To prepare and serve a lunch time two course meal, snacks, and drinks to centre attendees.

To ensure all meals/snacks/drinks meet the dietary needs of centre attendees.  
To work and support a small team of volunteers who will be supporting you in your role.

### 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 constructively with a team of volunteers and guide them to carry out their role.

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

1. To plan and deliver cost effective, nutritious menus which promote choice.
2. To prepare and cook food for lunches each day (some baking required). You will be required to cook different meals to ensure dietary requirements are met.
3. To serve food/snacks and drinks as required.

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

1. To complete records as needed, e.g., probe charts, fridge and freezer temperature and others as required.
2. You will be required to use ITC systems to read and respond to emails, book annual leave and complete monitoring information as required.

### **Quality (Q)**

1. To be responsible for ensuring the kitchen is left in a clean and tidy condition.
2. To ensure the service meets the requirements of the food hygiene certificate.

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

1. To be flexible and to be prepared to cater for events at the Sybil Levin Centre as required.

### **Teamwork (TW)**

1. To work cooperatively with colleagues across the service.

### **Specialist Knowledge (SK)**

1. To engage in SPECAL training and ensure you support people with dementia using the SPECAL method at all times.

*Please note that all posts within the charity carry this level of expectation*

## **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 Charity 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 regular timesheets 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:**



**Person Specification**  
**Relief Cook**  
**Sybil Levin Day Service**

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

**Essential Requirements**

1. The ability to relate well to others and to be sensitive to their needs (SK)
2. Ability to undertake SPECAL training and attend briefings on a regular basis (SK)
3. To commit to supporting people with dementia using the SPECAL method at all times (SK)
3. The ability to prepare and cook nourishing meals suitable for people with a range of diets (Q, C&C)
4. To have the ability to work as part of a team. (TW)
5. To have the ability to work alongside a team of volunteers. (TW)
6. To have the ability to keep accurate records appropriate to the post. (R&M)
7. Knowledge of food hygiene (Q, SK)
8. 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- Level 2 Certificate Food hygiene required for the role). (SK)



## Summary of Main Conditions of Service Relief Cook Sybil Levin Day Service

|                           |  |
|---------------------------|--|
| <b>Salary:</b>            | £9.90 per hour   |
| <b>Start Date:</b>        | As soon as possible  |
| <b>Hours of Work:</b>     | 20 hours per week over five days   |
| <b>Holidays:</b>          | 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.  |
| <b>Mileage Allowance:</b> | Currently 45p per mile.  |
| <b>Pension:</b>           | 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 1 <sup>st</sup> April 2019 (in line with auto-enrolment rules). However employees may contribute more than the minimum required employee contribution. |
| <b>Place of Work:</b>     | Sybil Levin Health and Wellbeing Centre  |

### Timetable for Appointment

|                         |              |
|-------------------------|--------------|
| <b>Post Advertised:</b> | January 2023 |
| <b>Closing Date:</b>    | Open ended   |
| <b>Short-listing:</b>   | TBC          |
| <b>Interviews:</b>      | TBC          |

**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.