



JOB DESCRIPTION

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may occasionally vary in the light of strategic developments, following discussion with the post holder.

JOB TITLE: Kitchen Staff (Casual)

RESPONSIBLE TO: Activity Coordinator

HOURS OF WORK: To be agreed with Operations Manager for each working date that suits the service.

HOURLY RATE £10

PURPOSE OF THOMLEY: Thomley is a recreational and informal educational facility for disabled children, young people and adults, their families, friends, schools and groups. Its main purpose is to achieve the following outcomes to:

- Build self-esteem, happiness and quality of life of disabled children, siblings and friends by offering fun, healthy and purposeful activities enabling them to play, learn and socialise together
- Empower disabled teenagers and adults to achieve personal aspirations by building their confidence to develop skills towards independent living, to participate in appropriate social and recreational activities and to develop vocational prospects.
- Offer a place where the whole family can spend quality time together, enabling parents and carers of disabled children to meet, widen support networks, access information and lower stress levels.
- Make the lives of disabled people easier by raising awareness of disability within the community, promoting understanding of the issues they face along with practical measures for inclusion.
- Thomley is committed to Safeguarding Children & Vulnerable Adults

JOB PURPOSE:

- To provide a food and drink service for our visitors
- To operate a fully functioning kitchen
- To support visitors in need of catering requirements during their visit

KEY RESPONSIBILITIES:

Support and welcome visitors

- 1) Welcome all visitors
- 2) Provide accurate information and support where relevant
- 3) Assist in creating a positive and supportive atmosphere

Prepare and supervise the operation of a working kitchen

- 1) Be responsible for the cleaning of the pavilion kitchen and dining area
- 2) To operate a cash till, and to follow the cashing up procedure at the end of every service day
- 3) To follow all kitchen health and safety procedures and cleaning regime

Ensure health and safety of all visitors / staff

- 1) Be jointly responsible for the safety of all service users in the pavilion
- 2) Ensure the kitchen remains locked at all times, as a staff only area
- 3) Alert the Service Manager of any risks which threaten the safety or well-being of any individual on site
- 4) Remove broken equipment and inform the Service Manager
- 5) Assist in maintaining records such as daily cleaning checks, accident & incident reports etc
- 6) Be aware of legal obligations towards safeguarding children
- 7) Be aware of all Policies and Procedures
- 8) Attend compulsory training days

Support day to day running of the centre

- 1) Be involved in the day to day maintenance of the site
- 2) Attend relevant training to keep on top of kitchen specific health and safety
- 3) Attend staff meetings / regular meetings with line Manager

KEY COMPETENCIES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Experience of running a kitchen	<ul style="list-style-type: none">• Experience working with children in a play or educational setting.
<ul style="list-style-type: none">• Food hygiene qualification	<ul style="list-style-type: none">• Experience of working in a charity
<ul style="list-style-type: none">• Good interpersonal skills, including the ability to work in a team.	<ul style="list-style-type: none">• Safeguarding training
<ul style="list-style-type: none">• Good organisational skills	<ul style="list-style-type: none">• First aid training
<ul style="list-style-type: none">• Experience with stock control	<ul style="list-style-type: none">• DBS check
<ul style="list-style-type: none">• An understanding of and a commitment to Equal Opportunities in the workplace.	<ul style="list-style-type: none">• Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.
<ul style="list-style-type: none">• Knowledge of additional dietary needs	<ul style="list-style-type: none">• Experience working with children in a play or educational setting.
<ul style="list-style-type: none">• Good customer service skills	