**Job Description**

|  |  |
| --- | --- |
| **For HR use only** | Vacancy Ref: |

|  |  |
| --- | --- |
| **Service** | **Children Young People and Learning** |
| **Service Area and Team** | **School Improvement Service****High Borrans Outdoor Education Centre** |
| **Post Title** | **Housekeeper/Cook** |
| **Grade** |  **APT&C Grade 4: £19,312 - £19,618** |
| **Reports to**  | **Operations Manager High Borrans (Head of Centre)** |
| **Responsible for** (employees or equivalent) |  |
| **Job Purpose**  |
| * To support the Cook in Charge in maintaining our high catering standards at High Borrans OEC
* To support the Senior Housekeeper in maintaining our high domestic standards at High Borrans
 |
| **Job Content** |
| **Main Duties of the Post:*** Maintain high standard of presentation of the Centre, ensuring a clean, comfortable and homely environment for all visitors.
* To make a specific contribution through an area of responsibility (linked to Centre need and personal skills, experience and expertise)
* To undertake cleaning duties as directed, and ensuring health and safety standards are met.
* Sort and organise bed linen and arrange for this to be laundered.
* Lay up tables and serve meals to visitors.
* Organise and contribute to dish washing after meals.
* Assist with kitchen operations as directed e.g. serving hot food, laying out a continental style breakfast, preparing packed lunches and deep cleaning
* Cooking as required to support catering rota
* Public liaison, visitors/staff/customers including first aid and fire safety.
* Contribute positively to the High Borrans staff team, work closely within the domestic and catering team.
* Contribute to a friendly welcoming and relaxing atmosphere at the Centre.
* Contribute to Centre environmental policy

The above is a broad statement of the character of the post. It is not an exhaustive list or detailed account of the duties and responsibilities of the post but aims to give a general appreciation of the post. |
| **Climate Change Values and Behaviours**  |
| * We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling
 |

|  |
| --- |
| **Special Requirements of Post** |
| Working Conditions e.g. working outdoors  | * Based at High Borrans Outdoor Education Centre (located 3 miles northeast of Windermere on the edge of the Kentmere fells (2 miles north of the village of Ings) Due to the rural location having access to personal transport is recommended.
 |
| Working Arrangements e.g. evenings, weekends, shifts | * Routine early or evening working (shifts typically 7am – 3pm or 11am – 7pm)
* Up to 25 weekends per year depending on bookings. When Centre is empty at weekends hours are shifted into the week where possible, and in an empty week shifts move to 8am-4pm or 9am – 5pm. Work pattern based on a pre agreed rota, an element of flexible working is possible by negotiation.
 |
| Physical Requirements e.g. driving, lifting, working in constrained positions | **The post will involve manual handling.** |
| DBS and Safeguarding Checks required  | **Enhanced DBS check required.** |
| Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm. | **The post will involve contact with children, young people and adults at risk from harm.** |
| Politically Restricted? | **No** |

**Person Specification**

|  |
| --- |
| **Job Criteria** |
| **Factor** | **Essential** | **Desirable** | **Assessment method** |
| Knowledge | Knowledge and understanding of current domestic Health & Safety practices Ability to provide quality domestic service to visitors and staff at High BorransAbility to communicate effectively and appropriately Ability to assist with food preparation Knowledge of kitchen operations including serving of meals | **Ability to prepare and cook meals** | Application form/Interview |
| Qualifications and Training including Professional Registrations required | Proven training and competence in domestic services appropriate to residential centres | Level 2 Food Health and HygieneDriving LicenceExperience of driving minibusesFirst AidBasic Computing skillsFire Safety | Application form/ interview/ certificates |
| Skills & Experience | Experience of providing a domestic service Experience of ‘front of house’ i.e. working directly with customers. | Experience of providing catering and/or domestic service for a range of children and adults in a residential setting | Application form/ Interview |
| **Special requirements** |
| **Factor** | **Essential** | **Assessment method** |
| Occupational requirements under the Equality Act 2010 e.g. age, sex, religion | Interested and committed to providing a quality residential environment for young people and adultsWillingness and ability to communicatepositively with visitors and other staffAble to work within teams, show initiative and work independentlyPositive attitude and ability to take personal responsibility for role and conductProvide colleagues with same standard of service as visiting staff and young people | Application form/Interview |

**Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver’s licence, MOT and insurance documentation.**