

<b>Job title:</b>	<b>Cook (weekends)</b>
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**Name of Job Holder:** \_\_\_\_\_

**Department/Location:** Facilities Team, Yeldall Manor

**Salary Grade:** SCP 21 (£25,657 per annum pro rata)

**Hours:** 16 hours per week including weekends

**Duration of employment:** Permanent

**Reporting to:** Facilities Manager

**Responsible for:** Kitchen volunteers

**Key Relationships:** Colleagues, residents, volunteers, suppliers

**Date when last updated:** April 2024

**MAIN PURPOSE OF JOB:**

- To assist in the rehabilitation of residents at Yeldall Manor as part of the staff team
- To ensure that nutritious meals are provided, and, to the limits of your authority, that all appropriate legislation is adhered to

**MAIN TASKS OF THE JOB:**

**Work in the kitchen:**

- To be responsible for the provision of meals when required
- To be responsible throughout the day for all aspects of food hygiene and Health and Safety in the kitchen and keep written records for these areas when necessary
- To ensure that the kitchen and dining room are left in a clean and tidy condition at the conclusion of the day

- To supervise and train residents allocated to the kitchen team, providing meaningful and positive work for them

**To play your part in the smooth and safe running of Yeldall Manor, and the maintenance and development of our Christian ethos:**

- To offer a high level of care and support to all residents during their time at Yeldall Manor, maintaining appropriate professional conduct and boundaries at all times
- To support residents by interacting with them and encouraging them in their recovery and spiritual growth. To be willing to share your faith, sensitively and appropriately, with residents and to pray for them if requested
- To work alongside other departments in a multi-disciplinary manner, to maintain good communication and working practices
- To uphold at all times the Christian values and ethos of Yeldall in all dealings both internally and externally
- To participate in the Christian life of the organisation including participation in and shared leadership of corporate times of Christian prayer/worship (e.g. staff prayer meetings, weekly Fellowship meetings, quarterly Celebrations, annual Open Day)
- Taking a share in Yeldall services/talks (deputations) in Churches, Schools, Youth Clubs etc
- To ensure that Yeldall Diversity (Equal Opportunities) Policy is adhered to at all times in respect of both clients and co-workers
- To ensure adherence to the agreed Vision, Mission and Values of the organisation, including ensuring that the Christian ethos and culture is maintained
- To attend and participate in regular staff meetings, management supervision sessions, in-house and external training courses as required
- Any other task, as directed, commensurate with the grade of the post

**WORKING CONDITIONS:**

- This is a part-time post for 16 hours per week (would consider from eight hours, working every other weekend only)
- Normal working hours are between 8.30am and 4.30pm (eight hours per day depending on kitchen timings) including weekends (approximately one in two weekends)
- Evening duty staff cover and sleepovers would be an optional extra if you are suitable. Suitability will be considered on an individual basis.
- 25 days pro rata annual leave per year (plus Bank Holidays, or days off in lieu when Bank Holidays are worked), rising to 30 days pro rata after three years of continuous service.
- Pension in line with government auto-enrolment legislation.

**PERSON SPECIFICATION**

**Job Title: Cook**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Basic education	*	
Demonstrable cooking experience	*	
Relevant qualifications for working with catering/food hygiene and allergens		*
At least NVQ Level 2 in Catering, or equivalent		*
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>		
Physically able to work in a busy kitchen	*	
Good oral communication skills	*	
Ability to work within a team and independently	*	
Ability to set boundaries, challenge appropriately and to manage conflict positively and constructively	*	
Ability to plan and prioritise your own workload, including setting and meeting deadlines	*	
Understanding of issues faced by those recovering from addiction	*	
Ability to deal patiently, sensitively and in a non-patronising way with all people e.g. service-users, staff, volunteers and stakeholders	*	
A good working knowledge of Health and Safety issues as they relate to the post	*	
Competent in computer use including Microsoft Office		*
<b>OTHER REQUIREMENTS</b>		
Current driving licence		*
Demonstrated commitment to the Christian faith and able to support the Yeldall Basis of Faith, Ethos Statement and values	*	
Prepared to take an active part in the spiritual life of the organisation e.g., participate in and lead times of Christian prayer and teaching	*	
High personal and professional standards	*	
Demonstrated desire to work with client group	*	

Ability to recognise and deal with stress	*	
Ability to work some unsocial hours i.e., including weekends and bank holidays	*	
Demonstrated commitment to upholding and promoting equal opportunities	*	