



HOMEMAKER

JOB DESCRIPTION

Responsible to: Catering & Domestic Services Manager

Main Objectives of the Position: To ensure children and young people live in a 'homely' environment including the cooking of high quality and nutritious food.

Key Responsibilities

1. To promote a positive ethos in the school consistent with Harmeny Education Trust Limited (HETL) Vision, Purpose and Core Values.
2. To implement Management Team and Board decisions, consistent with the HETL Strategic Plan, cottage development plans, HETL policies and procedures.
3. To cook and serve meals and snacks in line with the menu agreed with the Catering and Domestic Services Manager and in line with Harmeny's Healthy Eating Guidelines.
4. To maintain an excellent standard of hygiene within the kitchen area and public areas within the cottage, ensure all equipment is in proper working order and liaise with the Catering & Domestic Services Manager / Estate Manager regarding all repairs or replacements needed.
5. To maintain a stock of food and cleaning materials within each cottage kitchen.
6. To ensure tasks are completed in a manner consistent with good Health and Safety Practices.
7. To involve children in the process of food preparation and cleaning tasks in line with their individual plans and risk assessments.
8. To undertake general domestic duties such as dusting, polishing, laundry, etc.
9. To liaise with colleagues including senior staff, the Catering and Domestic Services Manager, Estate Manager, Senior Cleaning Operative and Cleaning Operatives in ensuring each residential cottage maintains a homely environment for the children/young people.
10. To attend regular staff and children's meetings as required to obtain feedback from service users; the homemaker should expect to interact with children and care staff.
11. To attend supervision, training and other meetings as required.
12. To undertake any other duties as delegated by the Senior Management Team which are consistent with the role of Homemaker.
13. To be part of the weekend and holiday cover rota as and when required.

PERSON SPECIFICATION

Applicants should be able to offer:

- A qualification in cooking or food preparation
- An elementary food hygiene certificate, or higher
- A commitment to exceptional standards of food and nutrition, and a commitment to high standards of cleanliness and hygiene
- A commitment to working within Harmeny's Healthy Eating Guidelines
- Some knowledge and understanding of the needs of children
- A flexible approach to covering duties in order to maintain a homely environment
- Ability to work effectively and supportively as part of the homemaking team and wider staff group
- Ability to work in an organised and methodical manner and to act on own initiative if unexpected problems arise
- Willingness to work in any part of the HETL service as requested by the Catering and Domestic Manager / Senior Management
- Willingness to take personal responsibility for standards of work carried out
- Willingness to participate in further training and development opportunities offered by HETL
- Understanding of the need for and a willingness to maintain confidentiality on all HETL and children/young people matters

SHIFT PATTERNS

The shift pattern is likely to be as follows:

Homemaker

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
11-6	11-6	11-6	11-6	11-6	9.30-6*	9.30-6*	32.5 hours
30min u/p	30min u/p	30min u/p	30min u/p	30min u/p	30min u/p	30min u/p	40.5 hours*
break	break	break	break	break	break	break	(Either Sat
6.5 hours	6.5 hours	6.5 hours	6.5 hours	6.5 hours	8 hours	8 hours	or Sun)
* Flexibility will be required in terms of holiday and absence cover at weekends							