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| **Job Description** |
| **Post title** | Domestic Support |
| **JE Reference No** | A3671 |
| **Grade** | Grade 2 |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care – Pathways |
| **Reporting to** | Manager / Allocated Senior staff member of the establishment. |
| **Location** | Your normal place of work will be in one of the 5 specialist hubs, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to **enhanced disclosure**. |
| **Covid-19 Vaccination** | Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 in order to enter a care home, individuals must be able to demonstrate that they have received a complete course of their COVID-19 vaccination, unless exemptions apply. A complete course may refer to one or two doses of the vaccine, depending on the type of vaccine. It does not cover booster doses. Extending the policy to cover booster doses would require amending the regulations and be subject to parliamentary approval. |
| **Flexitime** | This post **is not** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To prepare and present food in the best possible manner, maintaining excellent hygiene standards, as required, and/or to ensure high standards of cleanliness within the establishment.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Kitchen cleaning duties, ensuring the kitchen environment, including utensils, equipment, worktops food stores, refrigerators, freezers and floors etc. are clean and in safe working order.
* Food preparation, including preparing vegetables and when appropriate, simple meals.
* Preparing food for special diets according to service user need, e.g. blending food etc.
* Serving food and refreshments in a warm and friendly manner.
* Using food temperature probe and recording temperatures as required.
* Laying tables, clearing tables, ensuring a clean and tidy environment throughout the building.
* All general cleaning duties associated with the maintenance of a clean environment, including toilets and bathrooms, as required.
* Laundry duties as required.
* Giving general support to ensure the comfort of the service users.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications |  | * Basic Food Hygiene Certificate.
* Object Moving and Handling.
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| Experience | * Use of cleaning equipment and materials.
 | * Working within a kitchen environment.
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| Skills & Knowledge | * Good inter-personal skills;
* Literacy and numeracy skills.
 | * Health and safety procedures;
* Preparation of food;
* Know how to put service users at the heart of working practice.
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| Personal Qualities | * Friendly manner;
* Caring and sensitive manner;
* Team player;
* Flexible approach to work;
* Willingness to undertake relevant training and qualifications including Basic Food Hygiene and Object Handling.
* Covid-19 Vaccination - Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021
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