 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults & Health		Service Area: Learning Disabilities
JOB TITLE: Health & Nutrition Support Worker		
GRADE: E		
REPORTING TO: Senior Support Worker/Manager		
1.	JOB SUMMARY: To support and enable the people accessing short breaks at Lanark House to gain independence as much as possible in menu planning, budgeting, and cooking their own healthy and nutritious meals during their stay at Lanark Close.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	<p>To participate in tasks associated with supporting people who are accessing short breaks to have healthy and nutritious meals. This will include for example:</p> <ul style="list-style-type: none"> • Healthy and balanced, nutritious menu planning with people accessing the service • Planning of 'themed' meals to support and encourage diversity in the range of foods catered for. • Ordering/shopping of supplies and food in accordance with budget, • Supporting people to prepare and make meals safely (risk assessments) • Cleaning duties ensuring safe use and operation of all equipment used. • Control and recording of foods products • Control and recording of temperatures in relation to hygiene regulations • Ensure storage, monitoring and recording of all food and equipment as required. • Reporting any maintenance requirements of both equipment and premises to Manager/Senior • Comply with all COSHH, food hygiene and health & safety guidelines.
	2.	<p>To ensure people accessing the services' independent life skills plans are supported, followed and implemented in relation to developing their independent cooking skills and budgeting.</p>
	3.	<p>To plan, support, implement and deliver organised cooking/baking activities ensuring appropriate records are completed.</p>
	4.	<p>Ensure the health and welfare of people accessing the service, including any dietary requirements and medical needs where applicable.</p>

	5.	Ensure any cultural and religious dietary needs of the people accessing the service are met.
	6	To ensure all information and documentation, in accordance with service procedures, in relation to both food hygiene and the people accessing the service are recorded accurately and timely.
	7	To ensure all catering records are completed and inform the Senior Support Worker of any issues affecting the people who access the service prior to shift handover.
	8	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	9	To co-operate in ensuring service aims and objectives are implemented.
	10	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate with the standards required by Stockton-On-Tees Borough Council.
	11	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	12	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	13	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

PERSON SPECIFICATION


Job Title/Grade	Health & Nutrition Support Worker	E
Directorate / Service Area	Adults & Health	Learning Disabilities
Post Ref:	33006	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recent Experience of working in a catering environment 	<ul style="list-style-type: none"> Level 2 Diploma in Health and Social Care or equivalent. NVQ Level 2 Catering or equivalent Current Level 2 Food Hygiene certificate Candidates without these qualifications will be required to undertake them 	Application form
Experience	<ul style="list-style-type: none"> Recent Experience of working in a catering environment Experience and knowledge of healthy eating and menu planning 	<ul style="list-style-type: none"> Experience of supporting and coaching others in healthy eating, menu planning and meal preparation An understanding of the needs of adults with a learning disability 	Application / Interview

	<ul style="list-style-type: none"> • Experience of meal planning to meet specific dietary needs of others. • Experience and knowledge of monitoring and ordering of food supplies in accordance with a budget. • Knowledge and experience of Health and Safety requirements within a kitchen facility. • A willingness to undertake any training commensurate with the post 		
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills (oral and written) • Ability to take guidance and instruction from management • Ability to work alone, whilst using initiative, or as part of a team • Skilled in the adapting activities to meet individual needs and circumstances /situations from PCP's • Ability to maintain records • Be prepared to accept structured supervisions and appraisals 	<ul style="list-style-type: none"> • Skilled in the adapting activities to meet individual needs and circumstances /situations from person centred plans. 	

	<ul style="list-style-type: none"> To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Demonstrate the Council's Behaviours which underpin the Culture Statement. Person focused Approachable Friendly Enthusiastic Positive approach and motivated Positive role model for staff and people accessing the service Reliable honest and flexible 		Application / Interview
Other requirements	<ul style="list-style-type: none"> Able to work at short notice to cover sickness and holidays if part time The job involves working directly with adults with a learning disability and therefore is subject to an enhanced DBS check 	<ul style="list-style-type: none"> Clean driving licence 	

Person Specification dated **January 2022**

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health	SERVICE AREA: Learning Disabilities and Mental Health
JOB TITLE: Health and Nutrition Support Worker	
GRADE: E	
REPORTING TO: Melanie A Smiles	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	*
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	Yes
May be exposed to lead or lead based products	No
Will handle food	Yes
Will require a health assessment for regular night working	Yes
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail * Cleaning products COSHH and Safer People Handling – training provided	
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Melanie A Smiles

Date: 25/01/2022