 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
Directorate: Adults, Health and Wellbeing	Service Area: Learning Disabilities and Mental Health Services
JOB TITLE: Cook/Health and Nutrition Support Worker	
GRADE: Grade H	
REPORTING TO: Registered Manager Lanark Close Short Breaks Service	
1.	<p>JOB SUMMARY:</p> <p>Prepare and cook healthy meals.</p> <p>To support and enable the people accessing short breaks at Lanark Close Short Breaks Service to increase their level of independence and understanding of healthy eating, menu planning, budgeting, and cooking their own healthy and nutritious meals during their stay at Lanark Close.</p> <p>Ensuring a clean environment.</p>
2.	<p>CQC Everyday service delivery expectations:</p> <p>To deliver the fundamental standards of care and on the Key Lines of Enquiry (KLOE) in line with the Care Quality Commission's (CQC) registration requirements. This includes delivering services which are:</p> <p>Safe – Contribution to a positive culture which ensures safeguarding from abuse, managing risks and educating service users with regard to the avoidance of risky behaviours. Ensuring the service users safety within the physical environment and in the community using professional judgement supporting independence. Ensuring that people are protected by the prevention and control of infection</p> <p>Effective – actively contribute to continuous improvement for the service by working collaboratively within the team and with the service users. Have good knowledge of Human Rights and Mental Capacity; supporting people to make choices by exercising exceptional communication skills, including communication support for people unable to verbalise such as Makaton or pictorial design and the reading of body language.</p> <p>Caring – empower the service users to be an active part of their ongoing care, increasing skills and abilities and supporting independence and decision making. Treat with kindness, respect and compassion</p> <p>Responsive – Consideration and delivery of each individual's needs in a personalised way with consideration of their particular equality characteristics.</p>

	<p>Well Led - requires an in-depth and practical understanding of the quality standards required in the delivery of the service, the ability to actively follow governance requirements and be open to continuous learning, improvement and innovation</p>	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	<p>To support and encourage 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. • Therapeutic diets • Supporting people to prepare and make meals safely (risk assessments) • Comply with all COSHH, food hygiene and health & safety guidelines.
	2.	To follow the person's Care and Support plans to provide an effective individualised service.
	3.	To plan, support, implement and deliver organised cooking/baking activities ensuring appropriate records are completed.
	4.	The ordering/shopping of supplies and food in accordance with budget, and ensuring efficient stock control
	5.	Prepare, cook and serve all food and beverages, including specific dietary requirements, making efficient use of resources.
	6.	Control and recording of production of foods and waste
	7.	Control of recording of temperatures in relation to hygiene regulations
	8.	Be responsible for the standards of cleanliness and hygiene of the kitchen equipment, premises and associated areas.
	9.	Be responsible for the storage, monitoring and recording of all food and equipment in the unit as required.
	10.	Ensure that menus are displayed in methods appropriate to the guests/service users understanding, e.g. photographs./easy read documents
	11.	Undertake cleaning duties concerned with the operation of the establishment kitchen i.e. washing, sweeping, emptying litter bins, cleaning designated areas (which may include toilet and associated facilities), fixtures and fittings.
	12.	<p>Ensure that all operations are carried out in accordance with the Health and Safety at Work Act COSHH Food Standards Agency – Food Hygiene Safer Food Better Business</p>

		Care Quality Commission Fundamental Standards, Regulation 14: Meeting Nutritional and Hydration needs
	13.	Inform the shift leader in the absence of a manager of any matters of equipment maintenance, health and safety or security which requires attention
	14.	Enhance the department's Image within the authority by promoting awareness of services and achievements and encourage greater participation.
	15.	Take reasonable care of 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.
	16.	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	17.	Actively participate within formal supervision sessions.
	18.	Undertake such other duties and responsibilities commensurate with the grading of the post.
	19.	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.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of ? 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.



PERSON SPECIFICATION


Job Title/Grade	Cook	Grade H
Directorate / Service Area	Adults, Health and Wellbeing	Learning Disabilities and Mental Health

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	NVQ level 2 in Food Preparation/Cooking or an equivalent catering qualification	<p>Level 2 Diploma in Health and Social Care or equivalent.</p> <p>Current Level 2 Food Hygiene certificate</p> <p>Candidates without these qualifications will be required to undertake them.</p>	<p>Application form</p> <p>Certificate Check</p> <p>Interview</p>
Experience	<p>Previous recent experience of working within a catering environment as a Cook is essential.</p> <p>Experience and knowledge of healthy eating and menu planning</p> <p>Experience of meal planning to meet specific dietary needs of others.</p>	<p>Knowledge of COSHH, Health & Safety at Work and Safety through Hygiene would be advantageous</p> <p>Experience of recording risk assessments.</p>	<p>Application / Interview</p>

	<p>Experience and knowledge of monitoring and ordering of food supplies in accordance with a budget.</p> <p>Knowledge and experience of Health and Safety requirements within a kitchen facility.</p> <p>A willingness to undertake any training commensurate with the post</p>		
Skills	<p>Good communication skills (oral and written)</p> <p>Ability to take guidance and instruction from management</p> <p>Ability to work alone, whilst using initiative, or as part of a team</p> <p>Skilled in the adapting activities to meet individual needs and circumstances /situations from PCP's</p> <p>Ability to maintain records</p> <p>Be prepared to accept structured supervisions and appraisals</p> <p>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post</p>	<p>Skilled in the adapting activities to meet individual needs and circumstances /situations from person centred plans.</p>	<p>Application / Interview/Reference</p>

Specific behaviours relevant to the post	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/references
Other requirements	The job involves working directly with adults with a learning disability and therefore is subject to an enhanced DBS check	Experience of working with Adults with Learning Disabilities and with complex and additional needs	Application / Interview

Person Specification dated: March 2024

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults, Health and Wellbeing	SERVICE AREA: Learning Disabilities
JOB TITLE: Cook/Health and Nutrition Support Worker	
GRADE: H	
JOB LOCATION / BUILDING: Lanark Close	
REPORTING TO: <i>Registered Manager- Lanark Close Short Breaks Service</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health

Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.

Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.	X	

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>	X	
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.		X
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	X	
Any Other: Please identify any other known risks associated with this job role. * Cleaning products COSHH and Safer People Handling – training provided	X	

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 Smiles

Date: 18/04/2024

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk