



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

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| JOB TITLE: | HOUSEKEEPER | | |
| GRADE: | G4 | SERVICE AREA: | Residential Services |
| JOB CODE: | CHI170HOUSG4 | | Children's Services |
| REPORTS TO: | Registered childrens home manager Manger | LOCATION: | Various Residential settings within Walsall. |
| SPECIAL CONDITIONS: | <ul style="list-style-type: none"> • Completion of an enhanced Disclosure and Barring Service (DBS) check, including the Children's Barred List check, is a requirement for working with children. • Our Residential Homes can accommodate children up to 18 years of age. Due to the nature of this post the Department for Education Quality Standards state that the employees must be 4 years older than the oldest resident. Therefore, applicants must be 22 years of age or older. • To work flexibly on a rota basis that is determined by the ever-changing needs of the service, including weekends, evenings and bank holidays. • Working shift patterns will differ dependent on the needs of individual service settings. • In work rest breaks to be taken on site | | |

1. Main purpose of the job role:

- To ensure the day to day provision of high quality home cooked nutritious meals within a small group home.
- Prepare and shop for nutritionally balanced menus.
- Maintain a safe clean kitchen.
- To assist in ensuring a good standard of cleanliness and within the home
- Walsall Council takes seriously the responsibility to safeguard and promote the welfare of all the children and young people entrusted to our care and it is our expectation that all staff will share this commitment.

2. Role specific duties and accountabilities:

- Undertake the planning, preparation and cooking of meals and light refreshments, ensuring that a varied and balanced diet is provided for all children, and that menu's reflect individual children's dietary cultural and personal requirements and preferences. To ensure best use is made of seasonal fruit and vegetables.
- Undertake general and routine cleaning duties within the establishment. Duties include: mopping, vacuuming and polishing, cleaning windows, floors, sinks and toilets.

- Undertake general light laundry duties for both clothing and general linen within the establishment, including:-
 - a) Operating laundry equipment
 - b) Preparing items for washing
 - c) Hand washing
 - d) Ironing
- Ensure that a high standard of hygiene is maintained in the home at all times.
- Ensure that all kitchen equipment is operated and maintained in a safe and economical manner.
- Ensure that any equipment or utensils used are left and maintained in a clean and acceptable manner.
- Ensure that correct and economical use is made of cleaning items, materials and equipment and accept responsibility for material used and ensure their safe storage.
- To shop on a regular basis to purchase food and associated items and ensure that shopping is undertaken within financial limitations and in accordance with council financial and other regulations.
- To support a culture of safeguarding within the residential home.
- Any other duties in consultation with the employee and in accordance with provisions of relevant employment legislation.
- Ensure that all stock records and budgetary information systems are regularly and accurately maintained.
- Develop, alongside the young people nutritious weekly menus which take into account their likes, dislikes and personal requirements.
- Comply with all requirements of the food standards agency
- To attend training courses deemed necessary.
- Promote and enforce the Council's Equal Opportunities Policy.
- Promote and enforce the Council's Health and Safety Policy and conform to COSHH and Fire Regulations.
- To work at all times in accordance with the aims and objectives of Children's Services and Walsall Council

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



Walsall Council

| JOB TITLE Residential Child Care Worker | | GRADE G6 | |
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| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: <i>refer to corporate behaviours document</i> | | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | | A/I | 3 |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | | A/I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | | A/I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | | A/I | 3 |
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| Abilities/Skills: (refer to JE guidance document) | | | |
| Able to plan a nutritious menu which reflects the dietary requirements (including special diets) and preferences of the children and ensures value for money | | A/I | 3 |
| The ability to prepare and home cook meals which reflect the cultural needs of the young people | | A/I | 3 |
| Able to undertake general laundry duties | | A/I | 2 |
| Able to maintain high standards of cleanliness within the home | | A/I | 3 |
| Able to comply with the requirements of the food standards agency | | A/I | 3 |
| Demonstrates the ability to shop and oversee stock control (kitchen and cleaning) within financial limitations | | I | |
| Demonstrates ability to work within a team | | A/I | 2 |
| Demonstrate awareness of and ability to work within health and safety policies i.e. COSHH | | | |

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| Basic IT skills including use of the internet | | A/I | 2 |
| Able to enforce the councils equal opportunities policy | | A/I | 3 |
| Must be willing to undertake recommended training to enhance knowledge and skills | | A/I | 3 |
| Demonstrate an understanding of safeguarding children | | I | 3 |
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| Experience: | | | |
| Experience of cooking /domestic duties within a professional setting. | | A/I | 2 |
| Qualifications: | | | |
| Must be committed to undertake relevant training. | | A/I | 3 |
| Prepared by: | Glen Jones | Date: | April 2022 |