



Title <i>Outdoor and Environmental Education Caterer/Caretaker Hagg Farm Outdoor Education Centre</i>	Department <i>Children, Families and Young People</i>	Post Ref. <i>NJC Scale 2</i>
Job Purpose The Caterer/Caretaker at Hagg Farm will be responsible for assisting with cleaning, catering at Hagg Farm, caretaking including security of the premises and its contents, and other duties arising from the use of premises. The post-holder may also be required to contribute to caretaking, cleaning and catering at St. Michael's, Hathersage. At both centres, the post holder may be required to undertake the following duties:		
Key Responsibilities Cleaning/catering and general domestic duties <ol style="list-style-type: none">1. The cleaning of the premises and maintaining high standards of hygiene throughout the centre, including maintaining floor surfaces in accordance with the requirements of the Authority.2. Laundry and bed-making duties as required.3. The security of the premises, together with its contents if last to leave the building.4. Assisting with the arrival and departure of schools and other users of the premises including some weekends.5. Assist with the catering arrangements including the planning of menus, purchase of food and preparation and cooking of meals, in liaison with the Catering Supervisor.6. Maintenance of high standard of hygiene and health and safety in the kitchen, dining and food storage areas;7. In the absence of the Catering/Caretaking Supervisor ensure that adequate domestic supplies are maintained to meet the needs of the establishment	Key Accountabilities <ol style="list-style-type: none">1. Accountable for personal health and safety, NCC Health and Safety procedures to be followed at all times e.g. COSHH/Risk assessment and following manufacturers recommended instructions at all times.2. Accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care.	

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8. Taking reasonable care for the health and safety of him/her-self and all other persons affected by his/her activities
9. Providing first aid to staff and visitors if required.
10. Other reasonable caretaking duties if required on occasions.

The post holder will perform any duty or task that is appropriate for the role described.

Person Specification

Education and Knowledge

1. No specific qualifications, but an ability to understand on site basic training in cleaning/catering techniques and basic food hygiene

Experience

1. Previous cleaning and caretaking experience
2. Organised approach to work
3. Ability to motivate other
4. Willingness to undertake training
5. Ability to get on with and understand the needs of the customers
6. Ability to work as a team. Enjoys working with children and is outgoing and friendly. Ability to work under pressure, to tight time scales and without supervision
7. Strong commitment to the job, regular time keeper, alert and able to react in case of an emergency. Live 30 minutes from centre

Personal skills and general competencies

2. Puts into practice the Council's commitment to excellent customer care.
3. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
4. Works well with colleagues but also able to work on their own initiative.
5. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration

Role Dimensions

- The Caterer/Caretaker will be responsible for catering and cleaning of Hagg Farm Centre under the supervision of the Catering/Caretaking Supervisor. Responsibilities include the security of the premises and its contents and other duties arising from the use of premises. The post holder may also contribute to cleaning and catering at the St Michaels centre in Hathersage, and some weekend cover.

Date 2 September 2018

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