

TRUST HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION

POST:	Development Assistant
RESPONSIBLE TO:	Supported Housing Coordinator / Housing with Care Manager/ Catering & Hygiene Manager/Partner
LOCATION:	Germiston Crescent, East Kilbride

PURPOSE OF JOB:

To ensure a high standard of cleanliness throughout the Development including kitchens and dining rooms. To assist the Co-ordinator and Support Housing Workers with food preparation, cleaning and the delivery of meals to tenants.

MAIN DUTIES AND ACTIVITIES:

To ensure that all areas of the development, are maintained to a high standard of cleanliness. To maintain the cleanliness of the kitchen and dining room as per kitchen cleaning schedules.

To work under the supervision of the Supported Housing Co-ordinator, Sheltered, Housing Co-ordinator or Housing Care Manager and to liaise with other staff members.

To adhere to Health and Safety at Work Regulations including Control of Substances Hazardous to Health 2002 regulations.

To work in a safe manner, utilising appropriate Personal Protective Equipment, where required.

To ensure safe storage of cleaning chemicals and equipment.

Through ordering, maintain adequate stocks of cleaning chemicals, paper products and equipment.

To carry out food preparation.

To set the tables for meals.

To wash dishes, load and unload the dishwasher.

To serve tenants in the dining room and offer assistance where necessary.

Take receipt of deliveries and store as per HACCP regulation.

To be aware of the Association's policies and procedures.

To respect individual tenants' rights.

To adhere to the Associations Food Safety Management System (HACCP) and Health and Safety at Work Regulations.

To prepare for and participate in the support and supervision programme.

To participate in team meetings.

To undertake any other relevant duties as are considered appropriate to the post.

REPORTING ARRANGEMENTS:

The post holder reports to both the Supported Housing Coordinator or Housing with Care Manager and the Catering & Hygiene Manager/Partner. The Supported Housing Coordinator or Housing with Care Manager will manage the day to day tasks. The post holder will report into the Catering & Hygiene Manager on specifics to Domestic or Catering such as food production, quality control, Food Safety and personal development requirements.

PERSON PROFILE AND SPECIFICATION:

The successful candidate must:

- Have an interest in working in a food environment
- Enjoy working in a service environment
- Have the ability to be flexible with the varying tasks required in a kitchen environment
- Possess or be willing to attain a REHIS certificate in Elementary Food Hygiene
- Have enthusiasm and a flexible “can do” attitude
- Have the ability to work as part of a team
- Other desirable attributes include:
 - An understanding of the needs of older people
 - The ability to promote the meals service within the development

EQUAL OPPORTUNITIES:

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust’ EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust’s intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

trust

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Exceptional care.**