**Camphill Devon Community**

**Job Description**

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| **Position Title:** | Domestic Assistant. |
| **Location:**  **Job Detail:** | Hapstead Village, Buckfastleigh, Devon, TQ11 0JN.  £10.50 per hour, part-time 16 hours per week, fixed term contract. |
| **Responsible for:** | Managing the of cleaning of communal areas and preparation of food and meals within Pendragon House. |
| **Responsible to:** | House Manager. |
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| **Principal objectives** | |
| * To promote a balanced, and varied diet for the individuals within the house. | |
| * To provide practical household support with food preparation and cleaning. | |
| **Main responsibilities:** | |
| * Preparing and cooking fresh meals Monday to Friday (2 hours per day) for the people we support. * Batch cooking meals to be frozen in preparation for the week ahead. * Maintaining the cleanliness of the kitchen whilst promoting good food hygeine. * Practising ‘safe’ food storage, and maintaining an adequate stock control. * Cleaning and sustaining communal areas of the house. * Undertaking ‘deep cleaning’ tasks when required. * Monitoring of communal areas to ensure they remain inviting for the individuals residing within the house. | |
| * **Provide a safe, comfortable and supportive home for the individuals we support** | |
| * Support service users to contribute actively to the running of their own house in the way of involvement in creating weekly menus. | |
| * Assist in health and safety assessments, follow health and safety procedures and participate in fire drills and audits. | |
| * Report any maintenance and repair tasks in the house, to the House Manager. | |
| * **Ensure that the rights of the people we support are always protected and respected.** | |
| * Ensure that each individual is supported as far as possible to exercise their rights in the following areas: Privacy, choice, participation in decision making affecting their lives, expression of their own cultural identity, entitlement to service, feedback on the service they receive and the right to complain, protection of their property, maintaining links with family and friends. | |
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| * **Keep records and participate in administrative tasks.** | |
| * Recording food temprature checks. * Signing off of communal areas cleaned. * Prepare meal plans | |
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| * **Work within, and promote, the policies and procedures of Camphill Devon.** | |
| * Be aware of and follow the policies and procedures | |
| * Maintain confidentiality about service users, staff and the Company as a whole | |
| * Promote equality of opportunity and a respect for diversity | |
| * **Be an active member of the House/Service team.** | |
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| * Liaise and coordinate with other team members to provide a cohesive, high quality service. | |
| * Participate in and contribute to team meetings | |
| * Share with other team members previous experience, skills and knowledge, which may be relevant to the team in providing its service | |
| * Be supportive, respectful and empathic to service users, colleagues and visitors | |
| * **Any other duties** | |
| * Undertake any duties consistent with the overall purpose of the post as directed by the House Manager or management team. | |