# JOB DESCRIPTION

# Job Title: Cook-Assistant Housekeeper Date of Analysis: December 2021

**Location:** Thornleigh House, Bolton

**Reports to:** Housekeeper

**Other regular relationships: Responsible for:**

Assistant Housekeepers N/A

Salesian Community (Thornleigh House and St Joseph’s)

Provincial Office team

Don Bosco Publications team

Maintenance

Contractors

**Overall Purpose of Job**

To be responsible for the planning, provision, preparation and serving of good quality, nutritious, ‘home cooked food’ for the Community ensuring the dietary needs, tastes and preferences of all confreres are met.

To maintain high standards of cleanliness, hygiene, health and safety at all times in line with current regulations.

To work as part of a team and liaise closely with other team members to ensure that all the domestic needs of the community are met in a timely manner.

To be supportive of the purpose and Mission of the Charity and work within the spirit of the Salesian ethos at all times.

**Key Responsibilities**

**Cooking**

* Prepare an evening meal, including desserts and home baking and assist with the preparation of buffets, refreshments and lunches as required from time to time.
* Plan and prepare an appetising, nutritious and varied menu using fresh ingredients for the community on a daily basis, taking into account special dietary requirements, personal tastes, cultures and available budget.
* Provide refreshments for meetings and special functions as required.
* Assist with larger gatherings, special events, celebrations, funerals and feast days, occasionally outside of normal working hours, as the need arises.
* Ensure all meals are ready to be served at the required time.
* Ensure the dining area is set up and cleared away promptly in partnership with the Assistant Housekeepers.
* Work flexibly and in an anticipatory manner, ensuring the smooth running of the kitchen, personally covering and/or preparing additional meals in advance to cover for absences as necessary.
* Ensure stock is maintained at an appropriate level, suitably stored and regularly rotated.
* Maintain a clean and hygienic environment in line with current Food Safety Regulations.
* Establish and maintain a regular cleaning programme for the kitchen area, stores, equipment, etc. ensuring that the area is hygienically clean at all times.
* Monitor food waste after each meal and ensure that menus are adapted accordingly, reporting significant findings to the Housekeeper.
* Maintain procedures and records in accordance with province standards and statutory regulations (e.g. Food safety, HACCP, health & safety, manual handling, etc.).
* Keep all records of temperature checks and cleaning work completed after each shift in the appropriate book and easily accessible for the next shift.
* Take responsibility for washing up all crockery, cutlery, pots, pans and equipment.

**Housekeeping**

* Undertake cleaning schedules around the community house as instructed by the Housekeeper.
* Assist with the cleaning of all designated areas, fixtures and fittings, including washing, sweeping, vacuuming, emptying bins, polishing, dusting, etc.
* Assist with laundering and ironing including bedding, linen, towels, curtains, community members’ personal laundry, etc. as requested.
* In collaboration with the Housekeeping team, ensure that all communal and private areas of the home are kept clean and to the highest standard.
* Assist with deep cleaning duties on a regular, rotating basis.

**Team Support**

* Work flexibly and assist with the provision of absence cover where possible.
* Monitor the use of supplies, equipment and resources on a regular basis reporting deficiencies to the Housekeeper in a timely manner.
* Work in an anticipatory manner, ensuring the smooth running of the home.

**General**

* Communicate effectively with other workers, the Salesian community, guests, suppliers and contractors.
* Report any faults/defects in equipment, the kitchen or around the house to the appropriate person without delay.
* Ensure compliance with the Province's policies and procedures relating to safeguarding, health, safety, welfare and security, food hygiene, environment, confidentiality and data protection, reporting any concerns to the appropriate person immediately.
* Answer the door and telephone as needed in a welcoming and attentive manner. Pass on messages promptly and provide refreshments/assistance when required.
* Participate in meetings, functions, training, professional development and other activities as required.
* Work flexibly in response to the changing needs of individual confreres and the local Salesian Community.
* Undertake such other duties, commensurate with your post as may reasonably be required by your line manager.
* Work within the spirit of the Salesian ethos to ensure that the atmosphere in the house is friendly and welcoming.

This is a description of the job as it is at present, and is current at date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with the Line Manager. Employees are expected to participate fully in the review and, following discussion to update the job description as is considered necessary or desirable. It is the Charity’s aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on reasonable changes after consultation with the employee/s.