

JUNIOR JOB DESCRIPTION

JOB TITLE:	JUNIOR
SALARY:	£5.55
HOURS:	kitchen shifts: 5-7pm, 8-1:30pm Saturdays & Sundays Cleaning shifts: 2 hours Saturday & Sunday mornings Plus holiday cover
ANNUAL LEAVE:	5.6 WEEKS PRO-RATA
ACCOUNTABLE TO:	PROPRIETOR
REPORTS TO:	MANAGER / PERSON IN CHARGE OF SHIFT
BASED:	WINASH REST HOME 9 ALBERT ROAD, CLEVEDON. BS21 7RP

PERSON SPECIFICATION

1. ESSENTIAL QUALIFICATIONS

2. ESSENTIAL SKILLS, ABILITIES & EXPERIENCE

- 2.1 Experience with domestic washing up, cleaning
- 2.2 Good organisational skills
- 2.3 Good time keeping
- 2.4 Politeness to Residents & Colleagues
- 2.5 Ability to take pride in work and do a thorough job with regards cleaning

3. PURPOSE OF THE POST

To keep the Kitchen at Winash clean and tidy. To ensure work surfaces, floor, crockery and cutlery are kept clean and free from debris. To relieve time so that Care Staff can concentrate on caring for the Residents. Report any hazards. Report to Person in Charge of Shift so that you are informed of any tasks that may be asked of you.

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KEY ACCOUNTABILITIES

- TO WINASH POLICIES & PROCEDURES
- TO FULFILLING WINASH POLICIES & PROCEDURES

MAIN TASKS

1. To serve out bread & butter to Residents if requested
2. To serve out water jugs to Residents if requested
3. To thoroughly wash crockery, cutlery, pots and pans etc before putting them through the dishwasher.
4. To neatly put all the above back in the correct cupboards.
5. To lay up the breakfast trays for the next day. NB. Please ensure matching crockery is put in trays i.e. white cup, saucer & plate together, patterned crockery together.
6. To wipe down all of the kitchen work surfaces, i.e. by cooker and by both sinks, dishwasher, microwave and hot water machine.
7. To ensure if any water or debris is spilt on the floor to clean and dry it immediately c/o risk of someone slipping on floor.
8. If working with Cook at a weekend to assist with some preparation of vegetables.
9. To empty kitchen bin
10. To vacuum dining room floor, ensuring that chairs are pulled out, so all debris is picked up.
11. If doing cleaning on a weekend, to empty all bedroom bins. Junior must wear apron and gloves when cleaning. Bins that have pads in them are emptied separately and put in yellow bag container in laundry room. General waste is put in outside bin.
12. If doing cleaning all sinks and baths are to be cleaned thoroughly.
13. Laying tables for mealtimes
14. Serving meals to Residents if requested
15. Any other duties deemed appropriate as agreed with Manager / Deputy

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It is not acceptable for Juniors to eat in the kitchen or sit on kitchen work surfaces for health & safety reasons. Juniors are not permitted to wear headphones when in kitchen as they would be unable to hear what is requested of them.

Protective clothing i.e. gloves and aprons etc are provided. There is always a Senior member of Staff on duty to provide supervision.

HOURS OF WORK

Juniors' shifts are allocated on the rota,

Usual hours of work kitchen shifts: 5-7pm, 8-1:30pm Saturdays & Sundays

Cleaning shifts: 2 hours Saturday & Sunday mornings

Plus holiday cover

as noted on rota. People under the age of 16 are only allowed to work up to 12 hours per week and can only work 4 hours on a Saturday and 2 hours on a Sunday. Juniors must report to person in charge of the shift at 6.45pm if on an evening shift to confirm if everything has been done and are not permitted to leave early unless specifically agreed with Mrs. House, the Manager. Failure to check with person in charge before leaving or not working your allocated hours and leaving without authorisation will mean that you will only be paid to the time you were last seen at work, i.e. 6.30pm.

Juniors are expected to give four weeks' notice if they want time off. If something comes up after the rota has been completed, you are expected to arrange with another Junior to cover your shift.

If phoning in sick then the minimum time expected is at least 2 hours before the beginning of your shift, as per our absence policy.

Please ensure you have read the Staff Handbook for all your terms and conditions of employment.