



JOB DESCRIPTION

Cook - Oaks & Acorns Children's and Adults' Respite Home

General:	<p>Rose Road is a Southampton-based charity supporting children and young people with complex disabilities and care needs, and their families, from across Hampshire and surrounding areas, providing respite accommodation, on-site and community-based outreach and day services, and telephone SEN advice services.</p> <p>The post holder will be expected to operate in line with our workplace values which are detailed in this document.</p>
Responsible to:	Respite Manager
Hours:	This role is 20 hours per week (chance for additional hours when needed) 14.30 to 18.30 Monday to Friday
Salary:	£12.21 per hour / £12,732.59 per annum
Conditions & Benefits:	<p>The Rose Road Association is an equal opportunities employer. All casual staff undergo group supervision and receive full training and are encouraged to take advantage of career opportunities within Rose Road. Normal Association conditions of service apply:</p> <ul style="list-style-type: none">• 25 days annual leave per annum• Training and Development• Employee Benefit Programme
Closing Date:	30 th April 2025
DBS Check:	This post will be subject to an Enhanced Disclosure by the Disclosure & Barring Service
Qualifications:	Level 2 Food Safety & Hygiene for Catering
Purpose:	To plan and provide a nutritious and well-balanced meals for up to 15 young people. To include responsibility for managing a range of dietary requirements.

Main Tasks:

Daily Tasks

- Prep and serve food to both Oaks + Acorns units
- Include where appropriate the children and young adults to help prepare the food.
- Cleaning of kitchen and workspace areas.

Regular tasks

- Develop and implement seasonal menus - being mindful of food allergies and other dietary requirements.
- Complete food shopping as per menus/bookings diary and receive food deliveries including putting items away in the designated areas.
- Cleaning of food cupboards/oven and daily and monthly cleaning tasks.

Responsibilities

- Ensuring food storage, prep and delivery is complete following guidelines.

Expectations

- To undertake training as required.
- Commitment to the Vision and Values of the Association.
- Undertake other duties as and when required.
- To be part of the Oaks and Acorns team and assist by answering the phone/taking messages and answering the front door when no other staff member is available. You will always do this in a professional manner.

Person Specification – What we need from you?

Cook

This section outlines the things we need from a Cook. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

Education and Training	
Essential Criteria	Desirable Criteria
Level 2 Food Safety & Hygiene for Catering	

Achievements, Experience, Skills & Abilities	
Essential Criteria	Desirable Criteria
Understanding of security issues	
Awareness of health & safety issues	
Professional manner at all times within the work setting	
The individual must be suitable to work with children	
Strong understanding of food safety and hygiene	
Strong understanding of food safety and hygiene	
Understanding of food hygiene techniques and safer food better business for catering	
Proficient in various cooking techniques	
Familiarity with various kitchen equipment	
Strong verbal and written communication skills	

Our Values – Why they are so important.

Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

Values Framework Summary



Our Values:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice.

We are Trustworthy

We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

We are Kind

We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

We are Open & Honest

We foster an honest and open-minded culture and are transparent in both our decision making and communication.

We are Forward Thinking

We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services— encouraging everyone to be ambitious and to achieve their goals.

We are Professional

Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Behaviours:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.