

Ancillary staff

Salary: Band 2, £23.656 - £24.027 (£11,508 - £11,688 for 18 hours)

18 hours per week - Monday Tuesday and Wednesday between 9.00 am until 3.00pm.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

The Royal Albert Centre is a day centre offering innovative day care for older people with dementia and cognitive impairment. It is an exciting place to be for service users and staff and has the facilities to promote healthy living and well-being to enable older people to maintain independent living.

Our philosophy is to encourage independence through person centred activities and supporting diversity.

What is the purpose of Adult Social care from a service user perspective?

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real positive difference. Our values are outlined in our Ways of Working and if they reflect how, you are and how you work then this could be the role that meets your expectations.

What is the role?

Within this role you will provide a mix of domestic, kitchen, laundry and general tasks. These will include:

- Maintaining a clean kitchen environment including floors, surfaces, and store cupboards areas.
- Cleansing of all equipment and defrosting and cleaning of refrigerators/freezers.
- Using prescribed cleaning material as required
- Washing up of cooking utensils and crockery
- Food preparation under the direction of the Cook.
- Keep cleaning records up to date.
- Ensure compliance with Health and Safety and maintain Food Hygiene Rating 5.
- Usage of laundry equipment.

In addition, you will carry out general tasks that may be required and there will be occasions when you will be required to do a deep clean such as washing down walls and paintwork.

You may be required to work across other units if they are short staffed.

Who is the person?

You need to:

1. Have previously undertaken Ancillary work in a commercial kitchen /day centre /residential setting.
2. Be able to work to a schedule and complete all allocated tasks within specified time.
3. Be willing to undertake the wide range of cleaning and general duties in the kitchen, laundry.
4. Be flexible with duties to cover other domestic when on holiday/sickness to undertake within the scope of the Band 2 Ancillary role.
5. Be willing to undertake all mandatory training and non- mandatory training relevant to role including Safeguarding Awareness, H&S, COSHH, infection control, GDPR and Dysphagia.
6. Be willing to undertake training for level 2 Food Hygiene Awareness.
7. Be willing to undertake training/follow guidance for any machinery applicable to your job role such as floor cleaners, kitchen equipment, laundry machines.
8. Be able to demonstrate empathy for elderly people with support needs offering service users privacy, respect, dignity, and choice.
9. Be able to communicate effectively in a gentle and understanding manner with service users and with professionalism within the team and with any visitors.
10. Understand what equality, diversity and integrity means in terms of staff and service users.
11. To work well as part of a team, being able to take direction from Cooks and have a flexible approach.
12. Basic IT knowledge to access information such as your pay slips, annual leave and to complete E-learning, although support will be provided.

How to apply: Please see the job profile and ensure you fully read and follow the guidance, so you fully demonstrate how you meet the points on the job profile.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that



Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.