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# WOODLANDS

QUAKER HOME & SHELTERED  
HOUSING FOR OLDER PEOPLE

434 PENN ROAD, PENN  
WOLVERHAMPTON WV4 4DH

Manager: Pat Hulme

Thank you for your interest in the post of *Kitchen Assistant 34 hpnw*

Your application should arrive by 5pm on the closing date, which is *Mon 20th Feb 2012*

If your application is successful, you will hear from us within 3 weeks of the closing date. In order for us to use our resources as effectively as possible, we have had to take the difficult decision not to contact candidates whose applications are unsuccessful and therefore, if you do not hear from us within this period, please be advised that we have been unable to shortlist your application on this occasion.



Registered Company No: 757779  
Registered Housing Association No: H1395



Registered Charity No: 1141622

## WOODLANDS QUAKER HOME

### Job Description

Job Title

**Kitchen Assistant**

Responsible to

Care Manager and Deputy Care Manager or the person deputising

Purpose of Position:

1. To assist the Cook with food preparation as required.
2. To co-operate with the Cook in ensuring that a high standard of hygiene and cleanliness are maintained within the kitchen area, and the requirements of the Health and Safety at work etc. Acts 1974 are observed.
3. To help promote resident participation in the life of the Home.

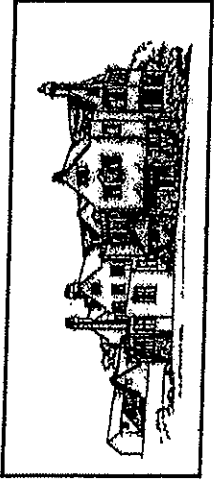
Principle responsibilities

1. Assist with food preparation as directed by the Cook as appropriate.
2. Wash up and clean utensils, dishes and cutlery with support of other staff as appropriate.
3. Clean working area and appliances in the kitchen as required.
4. Serve beverages to residents at required intervals.
5. Deputize for the Cook if required in their absence.
6. Participate in staff meetings and in training activities as required. To attend individual/Group supervisions and individual annual appraisals.
7. Undergo fire drill with special reference to kitchen hazards and fire-fighting equipment, and assist residents in the event of fire.

General

The duties listed above are intended to represent the range of duties it is expected that the Kitchen Assistant may responsibly be expected to undertake. It is not seen as a comprehensive list, and demands from the Dining Room/Kitchen Assistant flexibility and adaptability. The job description is subject to review and may be amended according to the needs of the Home.

**WOODLANDS QUAKER HOME**  
 INFORMATION FOR APPLICANTS



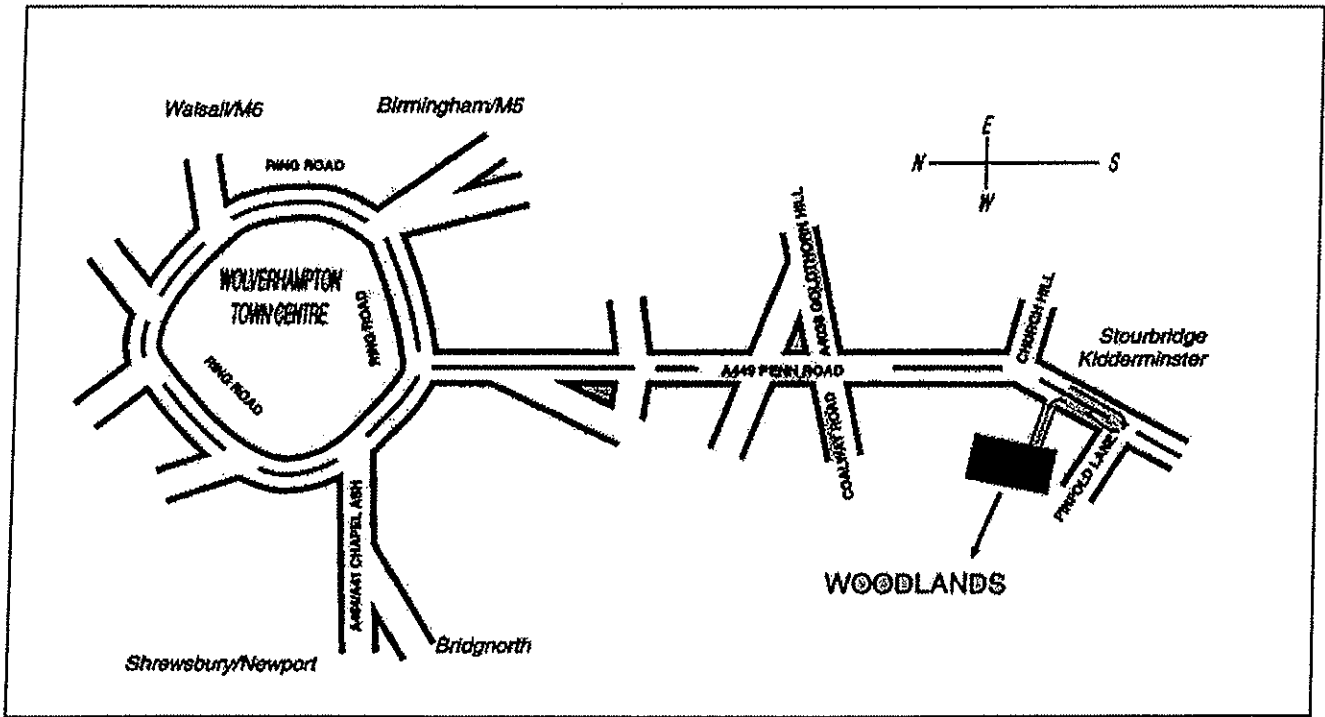
Quaker Values at the Woodlands

We ask all our staff to work towards establishing and maintaining in the home a relaxed and warm atmosphere based on Quaker values.

For Quakers all people are equal and we try to recognise the good within each other. We respect each person regardless of age, creed, race, gender, sexual orientation or disability. We value truth and honesty and we have peaceful, non-violent ways of dealing with each other to resolve our differences and disagreements. All are deserving of being treated equally and with loving kindness and we believe that human dignity is paramount in making the Woodlands a place of safety in which to live and work. We respect our residents' privacy and confidentiality as each of them would wish. In upholding these values, everyone contributes to the creation of a loving, caring community in which to live and work.

Sustainability Policy

The Society of Friends has both a historical and current concern for the environment. Woodlands is committed to reducing its carbon emissions. It makes every effort to make its buildings energy efficient. It gives priority to the energy efficiency of its appliances. It also seeks to encourage residents and tenants to adopt energy efficient lighting and appliances in their own rooms.



### Equal Opportunities Policy Statement

The Woodlands Management Committee wishes it to be known that it is an equal opportunities organisation both as an employer and as a service provider. The Woodlands, in giving full consideration to the requirement and to comply with the Race relations Act 1976 and Sex Discrimination Acts 1975 and 1958, is committed to avoid any form of direct or indirect discrimination in its employment of staff management policies and procedures.

The purpose of this policy is to ensure that no employee or person applying for a job, will be treated less favourably than any other person or group because of their sex, race, colour, nationality, ethnic or national origin, religious beliefs, disability, age, sexual orientation, marital status, trade union or political activities, responsibility for dependants, or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

The principal of recruitment and selection will ensure that persons are selected, promoted and treated on the basis of merit and ability.

In the provision of care and housing services to provide these services, The Woodlands will seek to ensure equal opportunity and treatment of all persons, and that requests for any service are treated equally.

The Woodlands Management Committee in nominating members to serve on the committee will be mindful of its commitment to equal opportunity.

The committee members, management and employees are committed to ensuring that the Equal Opportunity Policy is fully effective, and to help fulfil will, on a regular basis, review its effectiveness.

### Statement Of Philosophy & Values For The Woodlands

The Woodlands is a Quaker Home and is non-profit making. The community at the Woodlands seeks to create a welcoming, caring and comfortable home. Everyone is important and has a contribution to make. We believe people moving into residential care should enjoy as many rights, and control as much of their lives, as possible. We consider the only restriction on this are the legal necessary to safeguard the level of care the resident needs, or those necessary to promote the safety of all of the community.

#### AIMS

- 1) All residents should have the same rights and liberties as any citizen in controlling their daily life and personal affairs.
- 2) All residents should be treated as individuals. We recognise the need for residents to be independent as well to maintain dignity and privacy.
- 3) All residents should be encouraged to live a full life in respect of their own cultural, physical, emotional, social, intellectual, spiritual and sexual needs.
- 4) All residents should have the opportunity to maintain and improve their social; and personal skills.

#### OBJECTIVES

- 1) To acknowledge the right of individual residents, by giving choice in the way they live, avoiding unnecessary rules and keeping routine to a minimum.
- 2) To respect the privacy of residents by providing comfortable rooms where they can be alone when they wish, and where they can also entertain their guests.
- 3) To encourage residents to maintain their independence, and to encourage links with family, friends and the wider community.
- 4) To offer fulfilment to residents, by encouraging interests, activities and endeavour to provide care which is supportive and responsive.

**WOODLANDS QUAKER HOME**

434 Penn Road, Penn  
Wolverhampton  
WV4 4DH  
Tel: 01902 341203  
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**APPLICATION FORM FOR EMPLOYMENT**

**Post applied for:**

**Where did you see the post advertised?**

<b>PERSONAL DETAILS</b>	
Please complete in block capitals	
Surname:	National Insurance No:
First Names:	
Address:	Telephone - Home:
	- Mobile:
Post Code:	

<b>EDUCATION, TRAINING and MAJOR COURSES ATTENDED</b>			
Proof of qualifications may be requested if appointed			
University / College / School / Placement	Dates from / to	Part time or Full time	Qualifications gained with Grade / Class

<b>PROFESSIONAL and OTHER QUALIFICATIONS or MEMBERSHIPS</b>
Please give details and dates attained. Include vocational or professional training where no formal qualification has been attained. Proof may be requested if appointed.



**WHY ARE YOU APPLYING FOR THIS POST?**

Please explain how your experience, knowledge and skills match those required by the Woodlands' job description and person specification (Continue on a separate sheet if necessary).

Why is the job of interest to you?

**MISCELLANEOUS**

Do you own a car?

Yes [ ] No [ ]

Do you hold a clean / valid driving licence?

Yes [ ] No [ ]

If no, please give details:

Please give details of special achievements, voluntary / community work and any other activities:

## REFERENCES

Please name two people, not relatives, whom we may contact, one of which should be your present / last employer:

Name:

Address:

Post Code:

Telephone no.

Occupation:

If you do not wish this referee to be contacted prior to interview, please tick here:

Name:

Address:

Post Code:

Telephone no.

Occupation:

If you do not wish this referee to be contacted prior to interview, please tick here:

## STATEMENT and DECLARATIONS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 (exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Management Committee. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

Have you ever had any convictions or disciplinary investigations resulting in a caution, reprimand or warning?

Yes  No

If Yes, please give details:

Successful applicants are subject to checks from the Criminal Records Bureau.

## PERMISSION TO WORK IN THE UK

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK? Yes  No

## NOTICE PERIOD

What period of notice do you have to give your present employer?

What is the earliest date you could commence post?

I certify that to the best of my knowledge the information given is correct (failure to give relevant information or providing false information may lead to instant dismissal).

Applicant's Signature

Date

Office Use:

To ensure our equal opportunities policy is effective we need to monitor people applying for and starting jobs with Woodlands Quaker Home.

The information on this questionnaire is for monitoring purposes only and is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

## WOODLANDS QUAKER HOME

### EQUALITIES MONITORING QUESTIONNAIRE

Name

**1. Do you consider yourself?** Please tick in one section (a), (b), (c) or (d).

**1(a) WHITE**

British [ ]

Irish [ ]

Any other Mixed background

**1(b) MIXED**

White + Black Caribbean [ ]

White + Black African [ ]

White + Asian [ ]

Any other Mixed background [ ] .....

**1(c) ASIAN or ASIAN BRITISH**

Indian [ ]

Pakistani [ ]

Bangladeshi [ ]

Any other Asian background [ ] .....

**1(d) BLACK or BLACK BRITISH**

Caribbean [ ]

African [ ]

Any other Black background [ ] .....

**2 Do you consider yourself to have a disability?**

Yes [ ]

No [ ]

**3 Are You?**

Male [ ]

Female [ ]

**4 Are You?**

Under 20 [ ]

20-30 [ ]

30-40 [ ]

40-50 [ ]

50-60 [ ]

60 + [ ]