



Job Description

Job Title:

Dining Room Assistant

Responsible to:

Woodlands Registered Manager, Deputy Manager, Kitchen Manager or person deputising.

Purpose of Position:

To protect all residents from, potential harm and abuse.

To share with other staff in meeting the individual care needs of residents in a way that respects dignity, privacy and choice of the individual and promotes independence.

To contribute to the general care of the Home's physical environment and its day to day running.

Promote resident participation in all aspects of life in the home.

To assist the Kitchen Manager/Cook with kitchen and dining room duties, including food preparation.

To co-operate with the Kitchen Manager/Cook in ensuring that a high standard of hygiene and cleanliness is maintained in the dining room and kitchen areas and the requirements of the Health and Safety at work Acts 1974 are observed.

Dining Room Assistants must at all times act as an Ambassador for the Woodlands, and protect and enhance its reputation with colleagues, stakeholders and the local community.

Principle Responsibilities:

1. Assist with preparation of resident's meal trays as directed by the Kitchen Manager/Cook.
2. Prepare light snacks as directed by the Kitchen Manager/Cook.
3. Prepare dining room tables according to the table plan for resident's meals at appropriate times. Follow the residents table plan-ensure all frames and other walking aids are removed before the minutes silence.
4. Help serve meals and beverages to residents in the dining room and other areas as necessary at appropriate times.



5. Prepare the drinks trolley for residents at required intervals.
6. Clean and sanitize as required.
7. To clean all dining room furniture, tables mats, utensils, and sauce bottles etc.
8. To clean, mop and polish dining room floor with the correct cleaning agents and deep clean when required.
9. To have a working knowledge of Food Safety Policies.
10. To help ensure a safe working environment in accordance with Health & Safety Regulations.
11. To report to the management staff any broken or damaged equipment.
12. To participate in staff meetings and in training activities as required and attend individual/group supervisions and annual appraisals.
13. Undergo fire drills with special reference to kitchen hazards and fire-fighting equipment, and assist residents in the event of fire.
14. To comply with all policies, procedures and protocols including infection prevention and control at all times.
15. Be aware of, and put into practice, Woodlands Home guidelines for the care of elderly people.
16. Be aware of and act within the Health and Safety Policy for the Home, in line with Health & Safety at Work Act 1974.
17. Ensure all PPE stations are fully stocked with the appropriate equipment.

General:

The duties listed above are intended to represent the range of duties it is expected that the Dining Room Assistant may responsibly be expected to undertake. It is not seen as an exhaustive 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

434 Penn Road, Penn
Wolverhampton
WV4 4DH
Tel: 01902 341203
Fax: 01902 337302



APPLICATION FORM FOR EMPLOYMENT - CONFIDENTIAL

Post applied for:

Where did you see the post advertised?

PERSONAL DETAILS

Please complete in block capitals

Surname:	National Insurance No:
First Names:	
Address:	Telephone - Home:
	- Mobile:
Post Code:	Email Address -

ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes: ☐ No: ☐ N/A: ☐

If yes, please specify, (e.g. ground floor location , sign language, interpreter, audioloop, etc.):

EDUCATION, TRAINING and MAJOR COURSES ATTENDED

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

PROFESSIONAL and OTHER QUALIFICATIONS or MEMBERSHIPS

Please give details and dates attained. Include vocational or professional training where no formal qualification has been attained. Proof may be requested if appointed.

PRESENT (OR MOST RECENT) EMPLOYMENT

Employer:

Job Title:

Employer's Address:

Department:

Present Salary / Wage:

Other benefits:

Date employed - from

- to (if applicable)

Reason for leaving, or seeking to leave your current (or most recent) post:**Brief description of current duties and responsibilities, including recent achievements:****PREVIOUS APPOINTMENTS**

Please put most recent appointments first/Please give reasons for any gaps in employment

Employer and Location	Job Title	Dates from / to	Final salary	Reason for leaving
Employer and Location	Job Title	Dates from / to	Final salary	Reason for leaving

WHY ARE YOU APPLYING FOR THIS POST?
<p>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).</p>
<p>Why is the job of interest to you?</p>

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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:

email address:

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

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

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

STATEMENT and DECLARATIONS

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are

disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

Yes [☐] No [☐]

If you do have any convictions or cautions; you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

If Yes, please give details

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.

Successful applicants are subject to checks from the Disclosure and Barring Service.

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 [☐]

Are there any restrictions to your residence in the UK that may affect your right to work? Yes [☐] No [☐]

Please note original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act. We are unable to employ anyone who does not have the legal right to work in the UK

NOTICE PERIOD

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

What is the earliest date you could commence post?

CONSENT and CONFIRMATION

The information collected on this form will be used in compliance with the Data Protection Act 2018. and is being collected for the purpose of administering the employment and training of employees.

I consent to Woodlands Quaker Home recording and processing the information detailed in this application form. I understand that this information may be used by Woodlands Quaker Home in pursuance of its business purposes and my consent is conditional upon Woodlands Quaker Home complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be securely destroyed after six months following an appointment to the job.

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered and that I am in possession of the qualifications/certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position dismissal.

Applicant's Signature

Date



Equal Opportunities Monitoring Form – CONFIDENTIAL

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 form is treated confidentially and is used for monitoring purposes only, it is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

The information you provide will allow us to implement measures to address any under-represented groups within our workforce.

Gender

Male () Female () Other (Please specify) ()
I would prefer not to answer ()

Gender Reassignment – If you have undergone or intend to undergo gender reassignment, are you:

Transexual with acquired gender of male ()
Transexual with acquired gender of female ()
Not applicable ()
I would prefer not to answer ()

Your age group

Under 18 ()
18-29 ()
30-39 ()
40-49 ()
50-59 ()
60-64 ()
65-69 ()
70+ ()
I would prefer not to answer ()

Ethnicity

White – English ()
White – Irish ()
White – Scottish ()
White – Welsh ()
Gypsy or Irish traveller ()
White – Other ()
Mixed – White and Black Caribbean ()
Mixed – White and Black African ()
Mixed – Other ()
Asian/Asian British – Indian ()
Asian/Asian British – Pakistani ()
Asian/Asian British – Bangladeshi ()
Asian/Asian British – Chinese ()
Asian/Asian British – Other ()
Black/Black British – African ()
Black/Black British – Caribbean ()
Black/Black British – Other ()
Arab ()
Other ()
I would prefer not to answer ()

Religion or Belief

No religion	()
Buddist	()
Christian (All Denominations)	()
Hindu	()
Jewish	()
Muslim	()
Sikh	()
Any other religion/belief	()
I would prefer not to answer	()

Sexual Orientation

Are you:

Heterosexual	()
Bisexual	()
Gay/Lesbian	()
Other	()
I would prefer not to answer	()

Disability

Do you consider yourself to have a disability?

Yes	()
No	()
I would prefer not to answer	()

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, religion or belief, race, marital status, parental status, gender, gender reassignment, 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.

Equality & Diversity at the Woodlands

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 Equality Act 2010 is committed to avoid any form of direct or indirect discrimination in its employment of staff and the management of 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 age, gender, gender reassignment, race, nationality, ethnicity, religious beliefs, disability, sexual orientation, marital status, parental 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 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.