



Job Title: Day Services Support Worker (Cafe Workshop)

Contract: Permanent Mon- Fri 8.30 to 4pm £10.90ph

35hr hrs PW (hours can be negotiated for right candidate)

Reports to: Café Workshop Coordinator

Purpose: To provide support to the Café workshop activities for adults with learning disabilities and autism, working in all areas of the café including the kitchen and customer service.

Key Responsibilities:

- To ensure a safe, secure, and healthy working environment for service users with special needs and staff, in accordance with CMKC policies and procedures.
- To work alongside the team to perform duties with other staff members and service users; this includes food preparation, cooking, and cleaning duties and customer service.
- To work within the legal requirements met by the Food Standards Agency for catering settings.
- To ensure a high standard of safe working methods are maintained in the workshops by ensuring the workspace and storage area remain clean and tidy and carrying out periodic health and safety checks as required.
- To provide training and support for volunteers and service users relevant to the café/catering workshop.
- Work with the team to support everyone according to their abilities in the café workshop.
- To ensure that all equipment is used and kept safely; comply with COSHH and to report any hazard and repairs.
- To support achievement records for and with residents within the workshop.
- To ensure that all incidents, accidents, and concerns are recorded and reported in accordance with CMKC's policies and procedures.
- On occasions support service users in other day opportunities within Camphill MK or settings outside of Camphill in similar types of activity.
- To undertake any other adhoc projects as required by CMKC.



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Staff Training & Personal Development

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in ongoing in-house and external professional and personal development activities.



General:

- Build a professional working relationship with residents, colleagues and relevant professionals.
- Represent CMKC in a positive and professional manner.
- Adhere to confidentiality procedure.
- Comply with CMKC and Code of Conduct for Adult Social Care Workers in England.
- Comply with CMKC policies and procedures.
- To work in accordance with CMKC mission and vision statements and statement of values.

The above list of duties is indicative only and not exhaustive. You are expected to carry out all such duties as are reasonably commensurate with the role.

Personal Specification: Day Services Support Worker (Cafe Workshop)

	Essential:	Desirable:
Education, Knowledge and Experience	<ul style="list-style-type: none"> • Relevant experience in catering and customer service industry • Good numeracy and literacy skills • Understanding of the principles of Person-centred support. • Understanding of the principles of equality, diversity and anti-discriminatory practice • Working knowledge of basic hygiene standards 	<ul style="list-style-type: none"> • Level 2 in Food safety • Care Certificate or equivalent qualification in social care • Previous experience of working in social care with people with learning disabilities or other needs • Experience of identifying learning and support needs of the group and recording progress/outcomes • Working knowledge of risk assessment, health & safety and safeguarding principles. • Knowledge of moving and handling principles. • Understanding of managing people whose behaviour may challenge.
Abilities and Skills	<ul style="list-style-type: none"> • Ability to proactively engage with adults with learning disabilities 	



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	<ul style="list-style-type: none">• Ability to share creative skills and knowledge.• Good written and verbal communication skills in English• Ability to work to a high standard with an eye for detail.• Ability to care for residents ensuring privacy, dignity, and respect.• Ability to always maintain professional boundaries.• Ability to organise and prioritise workload to meet deadlines.• Good record keeping skills.• Good IT skills, such as Microsoft Office programmes.• Ability to work on own initiative and in a diverse team.• Ability to communicate effectively with people at all levels and customers.• Able to follow policy and procedures	
Personal Characteristics	<ul style="list-style-type: none">• Ability to carry out the everyday duties of the role.• Ability to be flexible and work under pressure.• Possess high standard of personal hygiene.• A pleasant and supportive manner with colleagues and the public	



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	<ul style="list-style-type: none">• Capacity to engage with the values and principles of Camphill MK• Commitment to a person-centred approach which is focused on the needs of the people we support• Commitment to ongoing personal development and training associated with the role	
Service Specific Criteria	<ul style="list-style-type: none">• Eligible to work in the UK.• A satisfactory Enhanced DBS check	<ul style="list-style-type: none">• Valid driving licence (no more than 3 points)