

## JOB DESCRIPTION

**Job Title: Lunch Club Co-ordinator**

**Reporting to: Project Lead Co-ordinator**

**Location: Based at 3-5 Cross Street, Ware**

### **STATEMENT OF PURPOSE:**

Guideposts exist to provide services to meet individual needs so that each person has the opportunity to fulfil their aspirations and maximise their potential. We seek to achieve excellence in our work and lead the way in researching, delivering and disseminating good practice.

### **PURPOSE OF ROLE**

This role is being created to support the development of the More Friendship 4 All Project funded by the Big Lottery Fund.

Provide weekly Saturday lunch club - support a group of service users with learning disabilities to develop skills, confidence and knowledge with planning and cooking simple healthy meals and snacks.

### **KEY RESPONSIBILITIES**

- To provide support and learning opportunities to individual service users
- To support team of volunteers assisting with the running of the lunch club

### **KEY ACCOUNTABILITIES**

- Organise a range of learning opportunities and materials to support teaching and learning based around planning, preparing and cooking healthy meals and snacks
- Maintain records of attendance of service users and volunteers at lunch club
- Produce and maintain high quality documentation including incident and accident forms, risk assessments etc.
- Promote independence and review that outcomes are achieved
- Flag Concerns to the relevant people/authorities
- Communicate effectively with the individual and their family/carers
- Liaise with other professionals (e.g. residential, health service, social workers)
- Communicate effectively with colleagues and the Guideposts team
- Follow all cash handling procedures e.g. for service user monies

### **KEY COMPETENCIES**

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- Experience of working with adults with learning disabilities in a learning environment
- Experience/qualification in catering/safe preparation of food
- Able to take a person centred approach to all aspects of work
- Takes initiative and is enthusiastic
- Able to handle difficult situations and challenging behaviour
- Decisive and takes responsibility
- Meticulous on paperwork
- Respects boundaries
- Reliable
- Good people skills
- Good listener
- Presents professionally
- Good team member
- Willingness to learn
- Able and willing to work flexibly when required
- Continuing Professional Development (reflect and develop practice)

### QUALIFICATIONS/SKILLS

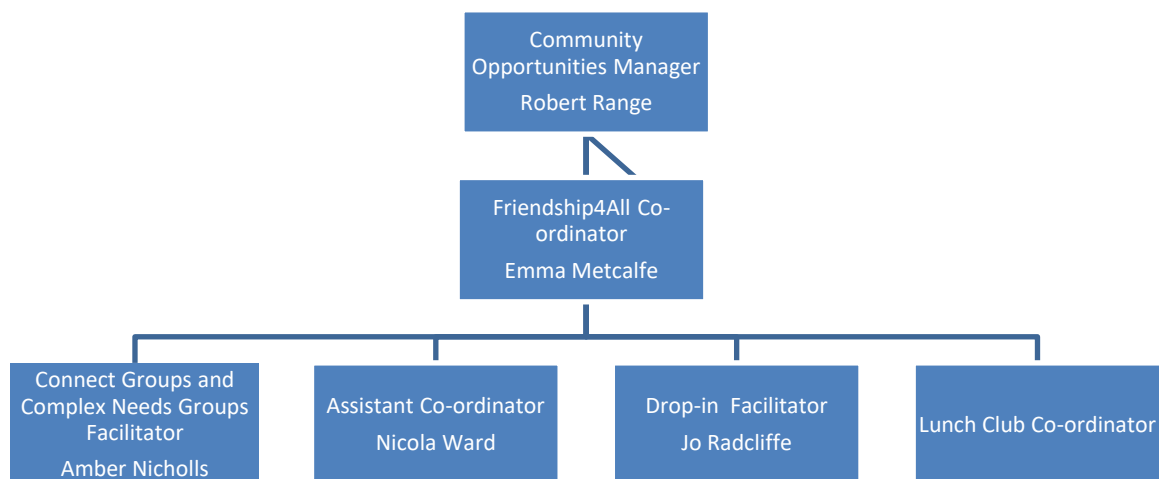
	Essential	Desirable
DBS	✓	
Full driving licence		✓
Own Transport	✓	
Good Physical Health	✓	
QCF/NVQ level 2 or equivalent		✓
QCF/NVQ level 3 or equivalent		✓
IT literate	✓	
Experience of people with learning disabilities	✓	

### OTHER DETAILS

Hours of work: 6 hours p/w on a Saturday

### Organisation chart

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All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive, but is provided to assist the post holder to know and understand the main duties of their role. It may be amended from time to time in discussion with the post holder.