

## committed to helping everyone live their best life

Working for us is much more than just a job. You'll become one of our own, part of our inspiring Active Tameside family, bound together by a strong sense of belonging which only comes from like-minded people, passionate about helping people to live their best lives.

As an awarding winning and compassionate Charitable Trust we have your health, wellbeing and happiness at heart, offering excellent training, development and career progression, a host of benefits including a local government pension scheme and free Active Premier membership with access to all 7 of our facilities. Membership includes gym, classes, general swim, spa and exclusive Les Mills virtual classes on our app - all worth £35.99 per month.

**So, what are you waiting for? Become part of something different and help us make a difference.**

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## Life Skills and Independence Catering Coach

<b>Salary:</b>	£23,524.45 p.a. pro-rata for part time under 21, £25,417.22 p.a. pro-rata for part time age 21+
<b>Location:</b>	Beaumont Place, Stalybridge
<b>Working hours:</b>	30 hours average per week
<b>Contract type:</b>	Temporary – long term sickness cover
<b>Closing date:</b>	23 <sup>rd</sup> April 2025
<b>Interview date:</b>	29 <sup>th</sup> April 2025
<b>Job Reference:</b>	AT14

### how to apply

To apply for this position please fill out the form online or alternatively complete an application form and return it to **HR@activetameside.com** or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on **www.activetameside.com/job-vacancies** or email **HR@activetameside.com**. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.



### here for Tameside, not for profit.

Active Tameside is a registered charity which means 100% of our profits go back into ensuring the best possible facilities and services for the Tameside community.

Find out more at [activetameside.com/charity](http://activetameside.com/charity)



[activetameside.com](http://activetameside.com)

## job description

The role holder will be responsible for preparing nutritious home cooked meals, home baked puddings, cakes and serving along with the day-to-day responsibilities of keeping the kitchen and work areas clean. We also offer work experience and paid employment to our adult day service clients that will also need support fulfilling their roles, by way of informing and helping them to do so.

## rota

Week 1	Rota Hours	No. Hours	Comments
<b>Monday</b>	12:00pm-6:00pm	6	
<b>Tuesday</b>	12:00pm-6:00pm + 0.75hours	6.75	training hours added
<b>Wednesday</b>	12:00pm-6:00pm	6	
<b>Thursday</b>	12:00pm-6:00pm	6	
<b>Friday</b>	1:30pm-6:00pm	4.5	
<b>Saturday</b>			
<b>Sunday</b>			
<b>Total</b>		29.25	

Week 2	Rota Hours	No. Hours	Comments
<b>Monday</b>	12:00pm-6:00pm	6	
<b>Tuesday</b>	12:00pm-6:00pm + 0.75hours	6.75	training hours added
<b>Wednesday</b>	12:00pm-6:00pm	6	
<b>Thursday</b>	12:00pm-6:00pm	6	
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>	12:00pm-6:00pm	6	
<b>Total</b>		30.75	

Average

30

Total: 60

## role profile

<b>Role Title:</b>	Life Skills and Independence Catering Coach
<b>Grade:</b>	Grade D
<b>Date:</b>	October 2022
<b>Responsible to:</b>	Everybody Can Social Enterprise Co-Ordinator

**Accountabilities:**

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and key stakeholders.
2. Co-operate with the employer on all issues relating to health, safety and welfare to guarantee the safety of service users, especially those with specific needs. Health and safety requirements to be met and observed by all members of staff and visitors.
3. Encourage adults to act as independently as appropriate and encourage all to interact with others and engage in activities.
4. Participate in training and other learning activities and performance development as required.
5. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a "best in class" approach in representing our brand internally and externally.
6. To deliver a consistently high standard of home cooked meals and puddings ,Buffets and other catering needs ,to be flexible around work hours .To ensure that your work area is compliant to environmental health regulations .
7. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.

**Requirements:**

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

**Knowledge**

Basic Food Hygiene

Knowledge in commercial catering operations/practices

Knowledge and understanding of Health and Safety procedures

Knowledge of HACCP Relevant catering qualification (s)

**Skills**

**Have a compassionate and a caring nature**

**Possess good communication skills**

**Competent physical intervention practitioner (or willing to undertake training) including additional statutory training to meet the needs of the service**

**Can use initiative when supporting individuals within activities during sessions.**

Ability to manage without direct supervision and make effective decisions in complex circumstances

Effective communication skills and the ability to communicate information to employees and customers

Excellent organisational and planning skills

Ability to work under pressure

Be willing to commute between the Trusts facilities

Willingness to work flexibly when required

### **Experience**

Experience in food/beverage preparation/presentation/hygiene practices

Experience in dealing with customers

Experience of cash handling

Operation/kitchen equipment/machinery

**Essential Criteria – in bold**

*Desirable Criteria – in italics*

## our employee lifecycle



### **Hire me**

Provide a job role that enables me to utilise my unique talents ensuring individuals are fit for purpose and success.

### **Develop me**

I am supported by managers that will help me develop as an individual to be the best I can be.

### **Manage my performance**

Provide an environment that promotes continuous learning and development. Managers and employees are clear on their mutual expectations and managers provide helpful and constructive feedback.

### **Engage and motivate me**

I am able to participate in decisions that affect me and my team. And concerns I have are dealt with urgently with any issues dealt with sensitively and with emotional intelligence.

### **Thank me**

My time and extra effort are recognised and appropriately rewarded. Leaders and managers show respect for my time.

### **Wish me farewell**

My feedback is appreciated and may enable continued improvements in the workplace for others.