

April 2018

Bugle House
53 Bugle Street
Southampton
Hampshire
SO14 2LF
Tel: 02382 140640

Dear Applicant

Re: Role of Kitchen Porter (ref 836) at YMCA Fairthorne Group

Thank you for your interest in the above positions. Please find enclosed the following:

- Job Description
- Child Protection and Safeguarding Policy
- Vulnerable Adults Protection Policy
- The YMCA Way

The YMCA is committed to safeguarding and promoting the welfare of children and young people. Successful applicants are subject to references and an enhanced DBS disclosure.

You can apply online at www.ymca-fg.org/category/current-vacancies/ and click the “Apply Now” button. In completing your application, please pay particular note to the person specification detailed in the job description.

Please see our website for the closing date.

For more information about our wider services please visit our website at www.ymca-fg.org. If you have any other questions please do not hesitate to email recruitment@ymca-fg.org or call 02382 140640.

Yours sincerely

Maxine Reeder
**Human Resource
Recruitment & Reward Co-ordinator**

Section A: Main Elements of the Duties of Kitchen Porter

Reports to: Chef

Organisational Context

YMCA Fairthorne Group is a fast growing charity. Our mission is to champion and add value to young lives by providing experiences that challenge, enable and develop the individual. We deliver services and programmes in youth work and children's work across a range of venues throughout Basingstoke, Southampton, Hampshire, Portsmouth and the Isle of Wight.

Fairthorne Manor, part of the Fairthorne Group, delivers outdoor education and environmental programmes to over 15,000 children and young people each year on both a residential and day basis. The programme consists of a wide range of activities, including amongst others canoeing, climbing, archery and orienteering. In addition, Fairthorne Manor has a very successful day nursery and development training courses for adults. Fairthorne Manor delivers services and programmes 7 days of the week throughout most of the year.

Job Purpose

To ensure the customers enjoy their meals by preparing the dining environment; to assist the duty chef/ cook in serving meals if required; to wash-up and to maintain the cleanliness of the kitchen and service areas. The catering team at Fairthorne Manor are very friendly and energetic and this creates a fun atmosphere to work in.

Main Duties and Responsibilities:

- To ensure each table is clean, has the right equipment and the dining area has a welcoming environment.
- To ensure all washing-up is done promptly and according to the training provided.
- To put the deliveries away in the various stores according to the stock control measures.
- To follow the cleaning schedule and standards as described in the training manual. This includes the following: walls (up to 2m in height) floors, fixtures & fittings, equipment, pots, pans, cutlery, crockery, glassware, dishwasher machine etc.
- To ensure a high standard of personal hygiene, cleanliness and neatness. To comply with statutory hygiene regulations in the handling and storage of food & beverages.
- To act in the interests of your own safety & the safety of others at all times
- Anything else reasonably requested by the management of the organisation
- To follow YMCA Fairthorne Group's Safe Guarding, Child Protection and Safer Working practice policies at all times. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management.



Fairthorne Group

Section B: Person Specification & Key Competencies

Personal Attributes

- An ability to meet deadlines
- A willingness to work in a fast moving and changeable environment
- Ability and willingness to relate positively to customers (many of whom are children) and staff.
- Work using your own initiative

Qualifications and Skills:

- Ability to meet deadlines



Fairthorne Group

Section C: Terms and Conditions

This position will be subject to the normal terms and conditions for working within the YMCA.

- 1. Hourly Rate:** £7.38 - £7.83 per hour
- 2. Hours of Work:**
Hours are variable, and will be agreed with you in advance usually on a weekly basis. Work available will generally fall between the hours of 7.00 am and 8pm Monday to Sunday. Mainly evening and weekends.
- 3. Paid Leave Entitlement**
1 hour holiday for every 8.28 hours you work which works out as 28 days pro rata.
- 4. Probation Period**
Up to 6 months probation period.
- 5. Pension Entitlement**
This post is eligible for membership of the YMCA pension scheme, after the successful completion of the qualifying period.
- 6. Period of Notice offered and required**
1 week both ways during first 6 months of employment thereafter 1 month notice both ways.
- 7. Condition of Employment**
Satisfactory Enhanced CRB disclosure, Health Declaration, Declaration of Criminal Background and references. All posts are subject to YMCA Fairthorne Group's Terms and Conditions of Employment.
- 8. In Service Training**
YMCA Fairthorne Group is committed to staff training at all levels and actively encourages participation.
- 9. Location of employment**
This role is based at YMCA Fairthorne Manor but may involve travel to any of our other local sites.

CHILD PROTECTION and SAFEGUARDING POLICY

Introduction

As one of its major activities the YMCA Fairthorne Group seeks to serve the needs of children and young people and in doing so, takes seriously the welfare of all children and young people who we work with whether on our premises or within their communities. YMCA Fairthorne Group recognises that it is our responsibility as an organisation to prevent the physical, sexual and emotional abuse of children and young people or their neglect. Each individual employee, volunteer or board member shares this responsibility. Therefore we are committed to implementing, maintaining and regularly reviewing our Child Protection and Safeguarding policies and procedures.

Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of a child or young person is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities and where to access guidance and support. The policy relates to children and young people within our direct care or those within the communities in which we work.

Definitions

Child	A child is anyone who has not yet reached their 18th birthday. Over 18yrs see vulnerable adult policy.
Child Protection	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child, young person and/or their family.
Safeguarding	Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children and young people whilst in our care.

National Legislative Responsibilities

The Children Act 2004 dictates the legislative framework to which YMCA Fairthorne Group will comply. This is expressed in the Stay Safe outcome of the Every Child Matters Change for Children programme.

Local Accountability

YMCA Fairthorne Group works within the guidelines and procedural requirements of the Hampshire, Dorset, Isle of Wight, Portsmouth and Southampton Local Area Safeguarding Children Boards.

Global Perspective

YMCA Fairthorne Group supports the practical application of the United Nations Convention of the Rights of the Child (UNCRC) in all relevant aspects of our work.

Safer Working Practice

The YMCA Fairthorne Group has adopted the publication Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009.

The Policy is supported by an Operating Policy and Guidance document: YMCA Fairthorne Group Child Protection & Safe Guarding Operating Guidance

Updated By: Peter Cooper – 18 April 2011 Board Ratification – 15th December 2008 Review: 15th December 2012
[http://voice.ymca-fg.org/resources/GroupPolicies/Child Protection RDEC2011.docx](http://voice.ymca-fg.org/resources/GroupPolicies/Child%20Protection%20RDEC2011.docx)

VULNERABLE ADULTS PROTECTION POLICY

Introduction

Within the scope of the activities that YMCA Fairthorne Group offers to the community, it remains paramount that it looks to the welfare of all users of its facilities.

Whilst a major focus of the work of the group is with children and young people aged up to 18 as the group widens its remit it is increasingly common that it will come into contact with vulnerable adults both directly and indirectly.

YMCA Fairthorne Group recognises that it is the responsibility of the organisation to prevent the physical, sexual and emotional abuse of vulnerable adults and/or their neglect.

Each individual employee, volunteer or board member shares this responsibility. Therefore we are committed to implementing, maintaining and the regular review of our Protection and Safeguarding policies and procedures for children, young people and vulnerable adults.

Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of vulnerable adults is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities and where to access guidance and support. The policy relates to vulnerable adults within our direct care or those within the communities in which we work.

Definitions

Vulnerable Adults – A vulnerable adult is defined by YMCA Fairthorne Group as someone over the age of 18 who is or may be in need by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against harm or exploitation.

For Young People aged under 18, the procedures and policy as detailed in the YMCA Fairthorne Group – Child Protection Policy should be followed.

Vulnerable Adult Protection – Actions taken and documented by YMCA Fairthorne Group in response to a concern about a vulnerable adult or their family.

Safeguarding – Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children, young people and vulnerable adults whilst in our care.



National Legislative Responsibilities

This policy and associated procedures have been produced in the light of government legislation:

Protection of vulnerable adults, England and Wales, The Care Standards Act 2000 (Extension of protection of Vulnerable Adults Scheme) Regulations 2004.

Local Accountability

YMCA Fairthorne Group works within the guidelines and procedural requirements of the Hampshire County Council, Dorset County Council, Isle of Wight, Portsmouth City Council and Southampton City Council.

Global Perspective

YMCA Fairthorne Group supports the practical application of the *United Nations Convention of the Rights of the Child (UNCRC)* and the *Universal Declaration of Human Rights* in all relevant aspects of our work.

Safer Working Practice

The YMCA Fairthorne Group has adopted the publication *Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009*.

The Policy is supported by an Operating Policy and Guidance document: YMCA Fairthorne Group – Vulnerable Adult Protection Policy

The YMCA Way

The YMCA Way

YMCA Fairthorne Group have a long history of working with children, young people and families in communities across the south of England and we pride ourselves on being different to other organisations that offer similar services. Our uniqueness cannot be defined simply by the services we offer, the staff we employ or the resources we have.

The YMCA Way is how we combine all aspects of our work to ensure our unique approach is highly effective at all times.

The diagram on the right illustrates the six lenses that make up the YMCA Way. Every piece of work we deliver is viewed through each of these lenses to guide our decisions, actions and behaviours. Only when our services are viewed through each of the lenses equally are we working the YMCA Way.



Staff Behaviours

This is a set of behaviours that every member of staff at our YMCA should demonstrate, regardless of job role. These behaviours are used to promote the best experience for all our customers and families, and are referenced directly in all staff performance reviews.

- Uses active listening skills and appropriate tone and gestures in all interactions
- Takes time to recognise and celebrate achievements by all individuals
- Always takes responsibility for ensuring people's needs are understood and met. Sees things from other people's point of view and seeks support when needed
- Is always enthusiastic and recognises the importance of every interaction, regardless of who it's with
- Always recognises talents in others and provides opportunities to share their talents with others
- Appropriately uses values language in all interactions
- Consistently uses initiative to respond to needs as they arise

Vision

The YMCA's vision is to be a leader in transforming our local community so that all children, young people and their families truly belong, contribute and thrive.

Mission

YMCA Fairthorne Group will champion and add value to young lives by providing experiences that challenge, enable and develop the individual.

Values

WELCOMING CARING LISTENING INSPIRING EXCITING ACTIVE

Developmental Assets

The Developmental Assets are 40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults. The 40 assets can be broken down into 8 key areas:

Support	Commitment to Learning
Empowerment	Positive Values
Boundaries and Expectations	Social Competencies
Constructive use of Time	Positive Identity

External Regulation

These are the varying external regulatory bodies all of our areas of work are accountable to, eg Ofsted, employment law. External regulation is not a barrier to the YMCA Way but allows us to demonstrate that our way of working in all areas is highly effective. Regulating bodies such as Ofsted and Supporting People (housing) are impressed by our ability to translate their requirements clearly and effectively to fit our own values and mission.