



## Cumberland Council

### Post Specification

Date	March 2025
PG Number	1962
Post Title	Resources Support Worker
Job Family	PCD
Job Family Role Profile	PCD3
Final Grade	3

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
Children & Young People	
<b>Purpose of this post</b>	
Ensuring the health and well being of families in an environment that is safe, warm and comfortable.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. To create an environment that is safe and to ensure that resources are maintained to a high standard.</li><li>2. To provide and encourage healthy eating and lifestyles.</li><li>3. To ensure the facilities of the Centre are maintained to a high standard of cleanliness which creates an environment which the families can model.</li><li>4. To ensure the comfort and well being for children and families whilst they are on the centre premises.</li><li>5. To encourage healthy eating and lifestyles and share these skills with families who are referred to the Centre.</li><li>6. Work towards the principles of healthy eating.</li><li>7. To be fully aware of all health and safety issues within the kitchen and throughout the centre.</li><li>8. Welcoming of service users to the Centre on an occasional basis.</li><li>9. Prepare refreshments for users of the Centre, including home baking.</li><li>10. To be involved in purchasing food and stock control.</li><li>11. To keep all areas of the kitchen, including equipment, clean and maintained to a high standard.</li><li>12. To clear and wash up dishes and utensils.</li><li>13. To clean and maintain equipment and resources of the Centre to a high standard.</li><li>14. To ensure that all rooms in the Centre are ready for families throughout the day.</li><li>15. A commitment to children and the need to ensure their life chances and opportunities are improved.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	

- Willingness to undertake appropriate training courses
- Food Hygiene Certificate
- Experience of cooking and baking a variety of foods
- Experience of domestic work
- An understanding of the need for confidentiality
- • A knowledge of healthy eating and the importance of healthy lifestyles
- Ability to work as part of a team
- Ability to work on own initiative
- Ability to communicate with children and parents who may be experiencing difficulties
- Able to show empathy & understandin of another's views
- A commitment to children and the need to ensure their life chances and opportunities are improved.
- Able to work some evenings and occasional weekends
- The County operates a no smoking at work policy

#### **Desirable**

- First Aid Certificate
- Experience of working in an environment alongside children and parents
- Knowledge of stock control
- Knowledge of Health & Safety

#### **Disclosure and Barring Service – DBS Checks**

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced – Children

#### **Job working circumstances**

##### **Emotional Demands**

- General levels of demand

##### **Physical Demands**

- Considerable effort required

##### **Working Conditions**

- General exposure

##### **Other Factors**

- Able to work some evenings and occasional weekends