

## JOB DESCRIPTION

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<b>Job Title:</b>	Health and Nutrition Coach (Cook)
<b>Reports to:</b>	Service Manager
<b>Direct Reports:</b>	N/A
<b>Location:</b>	Elephant and Castle, London
<b>Hours:</b>	37.5 hours per week

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### JOB PURPOSE:

Independent Approved Premises work with the highest-risk offenders and are a vital element in public protection arrangements. Effective security is essential for public protection, for offender management, and for the safety of staff and residents alike. They offer a level of contact, support and supervision that exists nowhere else in the probation service with the aim of protecting the public by reducing the likelihood of re-offending.

These premises provide enhanced supervision through 24-hour a day staffing, night-time curfews, compliance with consistently enforced rules and a programme of “supervision, support and monitoring, which addresses offending behaviour and the reduction of risk”.

Residents are seen daily, and staff become involved in the residents’ lives to a high degree, giving advice, offering support, exercising control and supervision and liaising with the rest of the service and a wide range of agencies. Residents will typically stay for 3-12 months and are supported to find appropriate longer-term accommodation. They are supervised by the Probation Service. Each resident must have an individual programme of purposeful activity. The support can be offered by both in-house services, the Probation Service or other partner organisations.

The capacity to engage directly with a wide range of Criminal Justice stakeholders – Courts, Probation, Prisons, Police –is therefore essential. This intensive level of contact is what enables IAP staff to be aware of residents’ actions and changes in their behaviour in a way that no other intervention can and allows a high level of monitoring of residents’ well-being.

Security arrangements need to be designed around the fact that they are, at heart, a community setting, rather than a custodial one. At certain times of the day all residents will be in the building; at others some may be free to go out into the community, while others may be under restrictions. Security therefore needs to be flexible in both design and operation.

Independent Approved Premises are required to work within the Enabling Environments Standards Framework, a programme delivered by the Royal College of Psychiatrists. All AP and IAP work towards achieving and maintaining the Enabling Environments Accreditation.

## KEY AREAS OF RESPONSIBILITIES:

### Operational

- Provide three meals daily (including two hot) with an emphasis on healthy eating.
- Ensure that any specialist diets on the grounds of religious beliefs, health or medical issues will be catered for.
- Deliver workshops to residents on food preparation, nutrition, meal planning and budgeting and food hygiene.
- Support residents to contribute to developing shopping lists, ordering food and making meals (where appropriate).
- To plan and prepare, where appropriate food for cooking on days when not on duty.
- To ensure the provision of adequate supplies of food and beverages are available for residents' breakfasts, suppers, and ad-hoc snacks.
- In consultation with staff and residents plan all menus to maximise variety of dietary, health, culturally and nutritional consideration
- In consultation with the staff and residents, manage that food budget of the service to maximise the nutritional benefit to residents whilst maintaining cost effectiveness.
- Maximise the use of seasonal and fresh food
- As required serve at the counter and exercise proper portion control
- Assist in enabling clients of the service to develop life skills by ensuring adequate materials and food in resident the kitchen area is accessible to all clients
- Keep the kitchen and dining room clean and tidy, including washing up all dishes pots etc, and generally see the proper control of hygiene, health and safety regulations are exercised in the kitchen and dining areas, service users may assist with this as part of chores.
- Deep clean all areas and equipment including fat fryer, fridge and oven and leave the kitchen tidy before going off duty.
- Ensure the service has an effective stock control system for food supplies, quality and quantity and ensure the efficient management of the same.
- Check stock levels for all food stock and in consultation with the Management, order all food supplies and other kitchen materials.
- Work with other staff, and as part of a team, providing cover for colleagues where necessary and help create a pleasant, friendly atmosphere in the Detox facility.
- Attend regular supervision with Line Manager and participate in relevant meetings

- Undertake all duties and tasks within the Quality Framework provided for within the agency.

### **Health & Safety, Risk Management and Environment**

- Ensuring that Health and Safety matters are effectively dealt with within area of responsibility to ensure the personal safety of all people working and or visiting the service and risk minimisation procedures are continuously monitored.
- Ensuring full compliance with Health and Safety policies and procedures especially concerning serious untoward incidents and/or accidents and those investigations are undertaken in line with policy and procedure.
- Promote and encourage best practice in Health & Safety and the Environment.
- Ensure that all policies and local procedures are adhered too throughout the time at work.
- Embed robust monitoring, reporting and security arrangements to ensure the service is safe 24-hours per day and complies with HMPPS security guidelines
- Service user and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard confidential data will be regarded as a disciplinary offence and will be dealt with in accordance with the Penrose Disciplinary Policy.

### **Equal Opportunities**

- To take responsibility for ensuring that senior operational staff, and volunteers/ mentors who work alongside them, are fully aware of and follow the SIG Equality & Diversity Policy and commit to SIG Values.
- Ensure consistent and effective implementation of SIG Equality & Diversity policy and procedures
- Positively promote an environment within the service which respects and values the diversity of both staff and service users.

### **Other Responsibilities and Duties as Required**

- Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed to as long as it is within the capability and level of the position.

*Please note that this job description is subject to change (following consultation) depending on the needs of the organization*

**Person Specification:**  
Health and Nutrition Coach (Cook)

<b>Qualifications and Experience</b>	<b>Rating</b>	<b>Application Form</b>	<b>Interview</b>
NVQ Level II in Food Processing and Cooking, equivalent or higher	Essential	✓	✓
NVQ Level III in Catering or equivalent	Desirable	✓	
Experience of coordinating and/or delivering activities and interventions to vulnerable people.	Essential	✓	✓
Experience of cooking nutritional meals within a residential setting	Essential	✓	✓
Understanding of Environmental Health Regulations relative to a catering provision	Essential	✓	✓
In possession of Food and Hygiene level 2 certificate	Essential	✓	✓
Experience of working with offenders and/or those who have complex needs and challenging behaviour	Essential	✓	✓
<b>Knowledge</b>			
Evidence - based practice and training relevant to the role	Essential	✓	✓
Knowledge of risk assessment and risk management	Essential	✓	✓
Knowledge of legislation in relation to the food preparation	Essential	✓	✓
Knowledge of Psychologically Informed Environment & EE Frameworks	Essential	✓	✓
<b>Skills and Abilities</b>			
Must be able to communicate effectively, to a wide range of people, both written and verbally	Essential	✓	✓
Ability to work single handed with individual/groups within a community setting	Essential	✓	✓
Ability to work as part of a team and understand team dynamics	Essential	✓	✓
Effective time management	Essential	✓	✓
Group work skills	Essential	✓	✓
Computer literacy	Essential	✓	✓
Ability to manage own workload and determine priorities	Essential	✓	✓
Ability to reflect and critically appraise own performance	Essential	✓	✓
Able to manage emotionally challenging and distressing situations with a potentially volatile service user group	Essential	✓	✓
Able to work in accordance with SIG Penrose Values and Behaviours	Essential		✓

Able to engage with vulnerable people and work effectively in highly distressing and challenging circumstances	Essential	✓	✓
Respects and has awareness of the advantages of joint working with other experienced professionals in a multidisciplinary setting	Essential	✓	✓
Able to work flexibly and co-operatively as part of a team	Essential	✓	✓
Able to use own initiative and make decisions independently	Essential	✓	✓
Committed to continual quality and service improvement	Essential	✓	✓
Self-aware and committed to professional and personal development	Essential	✓	✓
Able to accept and respond positively to feedback from supervision	Essential	✓	✓
<b>Other Requirements</b>			
Ability to travel independently in accordance with Penrose policies and service need	Essential		✓