

JOB DESCRIPTION

COOK

General Scope of the Post

The post holder is accountable to the Manager for providing a catering service for the Home and where necessary the provision of meals for other day centre's, luncheon clubs and community meals.

To understand the need to promote the privacy, dignity, independence, choice, rights and fulfillment of all clients, treating everyone with respect.

Principal Duties

- Undertake menu planning in consultation with the Chef.
- Oversee and participate in the preparation and cooking and serving of main meals, snacks, cakes, etc. in accordance with specified menus.
- Ensure menus are displayed showing choices.
- Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.
- Check quantity and quality of stock received and notify suppliers of deficiencies.
- Where meals are provided for another establishment and the community, oversee the packaging of the meals in the absence of the Chef.
- Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the Trust's guidelines.
- Co-operate fully with the statutory inspections and implement recommendation as appropriate.
- Act as Supervisor to the Kitchen Staff Team on shift.
- Deputise for the Chef during his/her absence.
- To undertake such other duties as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the home may require voluntary work attendance outside normal working hours.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Care Centre:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistle blowing policy as required.
- Participation in staff meetings.
- Participation in training activities.
- Participation in staff supervision and appraisal.
- Participate in quality assurance systems.
- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- All duties must be carried out to comply with:-
 - Notification of accidents and other Health and Safety requirements.
 - Statutory legislation, in particular the Health and Hygiene regulations.
 - Nationally and locally agreed Codes of Good Practice.
 - Fire precautions.
 - Equal opportunity principles and the Trusts anti-discriminatory policy.

Health and Safety

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

PERSON SPECIFICATION

COOK

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> Basic Food Hygiene Certificate.	E1	Level 2 Diploma in Food Production and Cooking	D1
<u>Experience</u> Previous experience working in a kitchen providing meals for large numbers.	E2		
<u>General Aptitude:</u> A liking for older people and the ability to relate to them. Ability to prepare and serve well presented and attractive meals to individual requirements.	E3		
<u>Motivation</u> A positive attitude and commitment to providing nutritious meals and offer a range of choices including to those with specific dietary requirements.	E4		
<u>Knowledge</u> Food Hygiene Regulations Responsibilities under HSAW Act. Special diets.	E5	Nutrition and older people. HACCP's. Menu Planning.	D2
<u>Specific Skills</u> Ability to supervise the kitchen staff. Ability to work on own initiative.	E6		
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues.	E7		
<u>Team Skills</u> The ability to work as part of a team and promote harmonious relationships.	E8		