

<b>Job Title</b>	<b>Cook</b>
<b>Reports to</b>	Home Manager / Bursar
<b>General scope of post</b>	The post holder is accountable to the Manager for providing and promoting a high standard of catering service for the Home and where applicable the provision of meals for day centres, luncheon clubs and community meals.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Undertake menu planning in consultation with the Chef.</li> <li>• Oversee and participate in the preparation and cooking and serving of food in accordance with agreed menus.</li> <li>• Ensure menus are displayed showing choice including the provision of diets for residents with specific dietary requirement or cultural needs.</li> <li>• Check quantity and quality of stock in accordance with the catering manual.</li> <li>• Co-operate fully with the statutory inspections and implement recommendations as appropriate.</li> <li>• Deputise for the Chef during his/her absence.</li> <li>• Ensure HACCP's processes and the catering manual are followed and recorded as required.</li> <li>• In addition to the above, there are some general requirements that apply to all jobs in the Home.</li> </ul>
<b>Number of Direct Report</b>	This role has no direct reports
<b>Financial Responsibility</b>	This role holds no financial responsibility
<b>Knowledge, skills &amp; Abilities</b>	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Basic Food Hygiene Certificate</p> <p>Food Hygiene Regulations</p> <p>Responsibilities under HSAW Act</p> <p>Level 2 Diploma in Food Production and Cooking (or willing to work towards)</p>

## Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u> Basic Food Hygiene Certificate Must be able to demonstrate literacy and numeracy skills</p>	<p>Level 2 Diploma in Food Production and Cooking (or willing to work towards)</p>
<p><u>Experience</u> Previous experience working in a kitchen providing meals for large numbers</p>	
<p><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</p>	
<p><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</p>	
<p><u>Knowledge</u> Food Hygiene Regulations Responsibilities under HSAW Act Special diets</p>	<p>Nutrition and older people HACCP's Menu Planning</p>
<p><u>Specific Skills</u> Ability to supervise the kitchen staff Ability to work on own initiative</p>	
<p><u>Interpersonal Skills</u> The ability to form positive relationships with colleagues</p>	
<p><u>Team Skills</u> The ability to work as part of a team and promote harmonious relationships</p>	