

## **JOB DESCRIPTION**

### **HEAD 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 centres, luncheon clubs and community meals.

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

#### **Principal Duties**

- Undertake menu planning in consultation with users and Home Manager which demonstrate recommended current nutritional guidelines for older people.
- 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 resident choice.
- Ensure individuals on special diets or with specific cultural needs are catered for and that choice is also available.
- Maintain records of stock and orders items as required. Ensure that adequate stocks of food are maintained (fresh, frozen and dried).
- 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 ensuring dispatch temperatures are checked and recorded.
- Allocate and oversee the work of the kitchen staff team including cleaning schedules.
- Ensure HACCP's processes are followed and recorded as required.
- 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.
- Ensure that the food expenditure is kept within budget in consultation with the Administrator and Home Manager.
- Co-operate fully with the statutory inspections and implement recommendation as appropriate.
- Act as Supervisor to the Kitchen Staff Team.
- 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.
- To understand responsibilities in relation to fire procedures, health and safety, COSHH, infection control, food hygiene and emergency aid.

#### **General Requirements**

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

- 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 personal development review
- 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 whom may be affected by your acts or omissions.

## PERSON SPECIFICATION

### HEAD COOK

| ESSENTIAL  |    | DESIRABLE  |    |
|--|----|--|----|
| <u>Qualifications</u><br>Basic Food Hygiene Certificate  | E1 | Intermediate Food Hygiene Certificate<br>Level 3 Diploma in Hospitality<br>Supervision and Leadership or<br>equivalent | D1 |
| <u>Experience</u><br>Previous experience working in a<br>kitchen providing meals for large<br>numbers.   | E2 | Previous experience of catering for<br>older people.   | D2 |
| <u>General Aptitude</u><br>A liking for older people and the ability<br>to relate to them.<br>Ability to prepare and serve well<br>presented and attractive meals to<br>individual requirements. | E3 |  |    |
| <u>Motivation</u><br>A positive attitude and commitment to<br>providing nutritious meals and offer a<br>range of choices including to those with<br>specific dietary requirements.               | E4 |  |    |
| <u>Knowledge</u><br>Menu Planning, nutrition and older<br>people.<br>Special diets – diabetes, celiac, low fat<br>etc.<br>Food Hygiene Regulations.<br>Responsibilities under HSAW Act.          | E5 | HACCP's  | D3 |
| <u>Specific Skills</u><br>Ability to manage food budget.<br>Ability to supervise the kitchen team.   | E6 |  |    |
| <u>Interpersonal Skills</u><br>The ability to form positive relationships<br>with colleagues.  | E7 |  |    |
| <u>Team Skills</u><br>The ability to build a supportive team<br>where individual skills are recognised<br>and valued.  | E8 |  |    |