

JOB SPECIFICATION



POST TITLE:	Assistant Cook
RESPONSIBLE TO:	Cook
REPORTING TO:	Hospital Manager
JOB PURPOSE:	To assist in, and in the absence of the Cook, organise and control the efficient and economic production of quality food within the allowed budget, whilst ensuring high standards of cleanliness and hygiene are maintained.

MAIN RESPONSIBILITIES:

1. Promote and ensure the good reputation of the Hospital. To maintain and demonstrate a positive attitudes towards clients, their families, staff, visitors and others.
2. Assist in planning / costing menus in order to provide a balanced nutritious diet, making the best use of fresh foods, as available. To possess an understanding of the catering budget.
3. To demonstrate non-discriminatory practice in all aspects of work.
4. Prepare, cook and serve meals, hot and cold, as appropriate.
5. Provide special diets where necessary as well as taking into account the preferences of individual Clients.
6. To support the development of the process, practices and delivery of My Path.
7. Supervise the washing up after meals and the overall cleaning of the kitchen and where appropriate the dining area
8. Ensure all equipment is clean and well maintained.
9. Maintain an accurate record / list of food supplies, freezer temperatures requirements, etc. where requested / required.
10. Assist in the ordering of stores and check deliveries, as well as check and value stocks as required by the Hospital Manager and Chef.
11. Supervise and train Kitchen Staff in the use of all equipment and hygiene procedures.
12. Maintain and improve professional knowledge and competence.
13. Ensure statutory Health and Safety standards in the kitchen and dining areas.

14. Report immediately to the Hospital Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
15. Notify the Hospital Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
16. Maintain complete confidentiality of all matters concerning the Nursing Hospital, Clients, Staff and related work.
17. To ensure quality targets are met in accordance with agreed standards.
18. Participate in Staff and Client meetings and attend training sessions as required.
19. Participate in agreed systems of appraisal and individual performance review with the role of employee.
20. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures.
21. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Hospital Manager.
22. Ensure the security of the Hospital is maintained at all times.
23. Adhere to all Group policies and procedures within the defined timescales, NSCS Standards and guidelines, Department of Health guideline and legislation, including the Mental Health act and Code of Practice.
24. Undertake other duties, as required, by team leader, Head of Care or Hospital Manager.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- City & Guilds 706 - 1 & 2 or equivalent qualification
- Basic Food / Hygiene Certificate
- Good communication skills
- Team player / Own initiative

Desired:

- Previous management / supervisory experience
- Experience of working in a care environment

NB Applicants must meet any age requirements set by the relevant regulatory body

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

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Please add signature and date indicating acceptance of this Job Description.

JobholderSigned Date:

ManagerSigned Date: