

# JOB SPECIFICATION



**POST TITLE:** Cook

**RESPONSIBLE TO:** Service Manager/Director

**JOB PURPOSE:** To assist in achieving and maintaining the efficient and economic production of quality food whilst ensuring the highest standards of cleanliness are maintained.

## **Purpose and summary of job:**

To 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 Duties and Responsibilities**

1. Promote and ensure the good reputation of the Service. To maintain and demonstrate a positive attitudes towards clients, their families, staff, visitors and others.
2. Liaise with the Service Manager when planning/costing menus in order to provide a balanced nutritious diet, making the best use of fresh foods, as available.
3. Prepare, cook and serve meals, hot and cold, as appropriate. Responsible for maintaining and managing the food budget.
4. Provide special diets where necessary as well as taking into account the preferences of individual Clients.
5. To support the development of the process, practices and delivery of Active Recovery Care and Recovery.
6. Be responsible for the washing up after meals and the overall cleaning of the kitchen and where appropriate the dining area.
7. Maintain an accurate record / list of food supplies, freezer temperatures requirements, etc. where requested / required.
8. Order stocks and check deliveries, as well as check and value stocks as required by the Service Manager.
9. Supervise and train Kitchen Staff in the use of all equipment and hygiene procedures.
10. Maintain and improve professional knowledge and competence.
11. Ensure statutory Health and Safety standards in the kitchen and dining areas.
12. Report immediately to the Service Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
13. Notify the Service Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.

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14. Assist Service Manager when interviewing relevant Staff.
15. Maintain complete confidentiality of all matters concerning the Service, Clients, Staff and related work.
16. Participate in agreed systems of appraisal and individual performance review with the role of employee or employer.
17. Participate in Staff and Client meetings and attend training sessions as required.
18. Understand and ensure the implementation of the Service's Health and Safety Policy, Emergency and Fire Procedures.
19. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Service Manager.
20. Ensure the security of the Service is maintained at all times.
21. Adhere to all Group policies and procedures within the defined timescales, NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.
22. Undertake other duties, as required, by the Head of Care or the Service Manager.

### **PERSON SPECIFICATION**

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

**Essential criteria for this post are shown in bold:**

#### **Knowledge**

1. **Knowledge of nutrition.**
2. **Knowledge of dietary requirements (ie Halal/diabetic/vegan).**

#### **Skills**

3. **Good communication.**
4. **Ability to plan nourishing and attractive menus within available budgets**
5. **Team player / Works on own initiative.**

**Qualifications**

At The Time of Appointment

- 6. **NVQ2 or equivalent or evidence of the same experience in catering.**
- 7. **Basic Food / Hygiene Certificate.**
- 8. NVQ3 or evidence of same.
- 9. Intermediate Food Hygiene Certificate.

Through Professional Development (whilst in post and provided as organisational need and available resources dictate or, through self-funding if preferred by the post holder)  
N/A

**Experience**

- 10. **Previous management / supervisory experience**
- 11. Hospitality experience.
- 12. Experience of running a kitchen.
- 13. Experience of preparing fresh food to cover 3 main meal times.
- 14. 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.

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

Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....