**Post Title:** Cook

**Reports To:** Head Chef

**Hours Of Duty**:40 per week (including Weekends and Bank Holidays)

**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 Hospital. To maintain and demonstrate a positive attitudes toward service users, their families, staff, visitors and others.

2. Liaise with the Head Chef when planning/costing menus in order to provide a balanced nutritious diet, making the best use of fresh food, as available.

3. Prepare, cook and serve meals, hot and cold, as appropriate.

4. Provide special diets where necessary as well as taking into account the preferences of individual service users.

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 temperature requirements, deliveries, cleaning records etc. where requested / required.

8. Order stocks and check deliveries, as well as check and value stocks as requested by the General Manager.

9. Supervise and train kitchen staff in the use of all equipment and hygiene procedures.

10. Maintain and improve professional knowledge and procedures.

11. Ensure statutory Health and Safety standards in the kitchen and dining areas.

12. Report immediately to the General Manager any illness of an infectious nature or accident incurred by a service user, colleague, self or other.

13. Notify the General Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.

15. Maintain complete confidentiality of all matters concerning the Hospital, service users, 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 service user meetings and attend training sessions as required.

18. Comply with relevant Cygnet Health Care policy, procedure and standards, and local protocol, including attendance at training provided by the company, to ensure safe and effective functioning of the department and hospital as a whole.

19. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the General Manager.

20. Ensure the security of the Hospital is maintained at all times.

22. Undertake other duties, as required, by the Head Chef or General Manager

**Person Specification**

To do this job effectively a person will need:-

1. Basic food hygiene certificate

2. Hospitality experience

3. Experience of preparing fresh food to cover 3 main meal times

**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 is not intended to be an exhaustive list.

Signed:…………………………………………………….. Date:…………………..

(Name of Employee)