

JOB DESCRIPTION

Post: Cook

Location: All Services

Accountable to: Service Manager/ Deputy Manager

Grade: 3

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our Core Values

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
 - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
 - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
 - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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JOB PURPOSE

Preparation and serving of nutritionally balanced and attractively presented meals. Ensure that the kitchen operates efficiently and is a safe and hygienic working environment.

Monitor and advise kitchen assistants.

MAIN DUTIES

1. Plan menus, in discussion with the Manager, in order to provide balanced, varied and interesting meals.
2. Provide for any special diets as required.
3. Check on food stocks, and order supplies as required.
4. Check the quality of food from suppliers and report any deficiencies.
5. Organise and supervise the catering service, prepare, cook and serve meals; clear, clean and wash-up with the assistance of other staff.
6. Comply with Food Hygiene and Health & Safety in the kitchen and other catering areas.

7. Supervise and assist in the training of staff and catering students on placement, if required.
8. Prepare for and attend performance review sessions, team meetings and service users' meetings, as required.
9. Participate in training and other development activities, as required.
10. Participate in the general day to day activities of the service with the aim of creating a supportive atmosphere where service users can achieve or retain maximum independence.
11. Undertake any other duties, as directed from time to time to meet the operational requirements of the service.

OTHER

There is an expectation placed on all employees to achieve the appropriate level of qualification required for the job role.

GENERAL

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check is necessary for this post.

Date: July 2019

PERSON SPECIFICATION

Personal Attributes Required Cook	Essential (E) or Desirable (D)
Qualification & Training	
Catering Qualification (e.g. City and Guilds or BTEC)	D
Basic food Hygiene Certificate	E
Intermediate Food Hygiene Certificate	D
Experience	
Experience of catering for large groups of people including those with special dietary needs	E
Skills/Knowledge/Aptitudes	
Awareness of the nutritional needs of people	E
A thorough understanding of Food Safety	E
Ability to undertake all aspects of catering	E
Ability to maintain appropriate records	E
Ability to work as part of a team	E
A positive attitude towards people with learning disabilities	E
Ability to demonstrate behaviours that are aligned to the Company's core values	E
Special Requirements	
An Enhanced DBS Check is required	E