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| Job title | **Cook** |
| Department/Section  | **Ancillary Team** |
| Main purposes of job | A vital part of the Ancillary Team, responsible for co-ordinating all aspects of the kitchen so that food is prepared and served to the agreed standard for residents Maintaining a safe and healthy work environment in accordance with the Health & Safety at Work Act 1974.Maintain skills and knowledge, ensuring that service is delivered according to latest guidelines and best practiceDeliver a warm and friendly service to residents and their relatives, promoting the professional image of the service through excellent communication, appropriate behaviour, and professional appearance |
| Key tasks | A varied role, however, the main duties include* Prepare and cook meals and snacks following pre-set menus in accordance with Health & Safety Regulations
* Ensure meals are nutritious, appetising and meet dietary needs.
* Undertake simple stock control, reporting goods to be ordered to the relevant senior staff to ensure
* adequate supplies are maintained.
* Undertake the cleaning of the kitchen and surrounding areas and of equipment to ensure the kitchen is maintained to a high level
* Attend training courses as required.
* Ensure your own personal hygiene and cleanliness is of the highest standard
* Comply with Health & Safety, Fire Regulations and other Company policies
* To ensure that all documentation is completed and signed
* Raise any defects to the attention of the management
* Act always within your own skills and competence
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| Key Role Requirements | * Committed, patient and caring
* Self-motivated, flexible, and enthusiastic
* Satisfactory verbal and written communication skills
* Ability to work well within a team
* Perform delegated tasks as instructed
* Always behave in a courteous manner towards colleagues, residents and relatives and other general visitors
* Good interpersonal skills
* Organised, enthusiastic, committed and methodical approach
* Understand values of others and always providing a caring service
* Sensitive to the privacy of individual residents
* Interest in maintaining the quality of service
* Physically fit to undertake the role
* Neat and tidy appearance
* To have completed a basic food hygiene certificate within 6 months of starting
* Hold NVQ or QCF Level 2 is desirable
* Experience in kitchen-based environment
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| Training & Development | * To attend all statutory and mandatory training as required by the Company to fulfil your duties
* Take responsibility for own professional development to maintain skills and keep up to date with best practice areas relevant to the role
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| Reporting to | Head Chef  |