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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 practice  Deliver 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 |
| 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 |
| 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 |
| Reporting to | Head Chef |