



Job Description

Job Title: Cook

Reports to: Service Manager

Job Purpose:

To prepare, cook and serve meals to a high standard, in order to provide people who use our services with a nutritious and varied diet

Objectives	Typical Tasks
Prepare cook and serve meals to meet the requirements of the /people who use our services	<ul style="list-style-type: none"> - Work within agreed budget - Purchase food ensuring that it is of good quality and meets dietary needs - Ensure all work activities comply with work instructions and quality standards - Ensure waste is kept to a minimum and disposed of quickly and effectively - Liaise with people who use the service regarding required catering arrangements - As and when required assist in the provision of catering for any special functions - Ensure accurate stock control - Prepare and serve meals, ensuring that agreed diet plans are adhered to - Carry out necessary tasks following cleaning schedule
Liaison with line manager to promote a participative and consultative work environment	<ul style="list-style-type: none"> - Through discussion and agreement ensure that adequate cover is provided for leave cover - Assist in the process of familiarising new staff with the methods, procedures and values of the order
Be aware of your responsibilities under the charity's health and safety policy, taking all possible steps to ensure a safe working environment	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards
Be familiar with and adhere to internal and external policies and standards	<ul style="list-style-type: none"> - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant standards in order to implement safely and appropriately

<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development activity where appropriate - Participate in development reviews - Read and seek to understand all relevant communication - Attendance at staff briefings as required
<p>Actively support the vision, philosophies and values of the charity</p>	<ul style="list-style-type: none"> - Promote the core values of the charity: respect, compassion, hospitality, justice and trust - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in keeping with the values of the charity that you have the skill/ability to carry out

<p>Level of Disclosure: Enhanced</p>	
<p>Person Specification:</p> <p>Essential</p> <ul style="list-style-type: none"> - An ability to demonstrate the core values of the charity - Basic Food Hygiene Certificate (or willing to attain) - Experience of cooking for groups of people - Knowledge of health and safety - Good interpersonal skills - Ability to work flexible hours (including weekends and evenings) - Able to manage time - Able to work under pressure 	<p>Desirable:</p> <ul style="list-style-type: none"> - Intermediate Food Hygiene Certificate - NVQ 2 (or willing to attain) - HSC 2 in Catering (or willing to attain)