

## Job Description

**Job Title:** Cook

**Reports to:** Service Manager

**Date:** October 2020

**Job Purpose:**

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

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

<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> <li>- Keep up to date with skills and knowledge</li> <li>- Attend mandatory training</li> <li>- Attend other training and development activity where appropriate</li> <li>- Participate in development reviews</li> <li>- Read and seek to understand all relevant communication e.g staff handbook, written communication, marketing literature</li> <li>- Attendance at staff briefings as required</li> </ul>
<p>Actively support the vision, philosophies and values of the home.</p>	<ul style="list-style-type: none"> <li>- Act in a non-discriminatory manner</li> <li>- Maintain confidentiality at all times</li> <li>- Undertake any other duties that are in keeping with the values of the home that you have the skill/ability to carry out</li> </ul>
<p><b>Dimensions</b></p>	
<p>Unsociable hours and weekend working may be necessary</p>	
<p><b>Person Specification</b></p>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>- Basic Food Hygiene Certificate (or willing to attain)</li> <li>- Experience of cooking for groups of people</li> <li>- Able to manage time</li> <li>- Knowledge of Health and Safety</li> <li>- Good interpersonal skills</li> <li>- Ability to work flexible hours (including weekends and evenings)</li> <li>- Able to work under pressure</li> </ul>	<p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>- Intermediate Food Hygiene Certificate (essential within 12 months of appointment)</li> <li>- NVQ 1 / 2 or City &amp; Guilds 706/1</li> <li>- HSC 2 in Catering (or willing to attain)</li> </ul>