



JOB DESCRIPTIONS



INVESTOR IN PEOPLE

COOK

JOB TITLE: Cook
REPORTS TO: Manager
ACCOUNTABLE TO: Operations Manager

SCOPE OF THE POST

The Cook is required to provide nutritious balanced meals under hygienic conditions, and to be aware of and act at all times in accordance with current food laws and regulations. All employees are bound by company policies and procedures detailed in a separate document.

DUTIES AND RESPONSIBILITIES

Professional and Management

1. To plan interesting menus providing a balanced and nutritious diet, making the best use of fresh, seasonal foods as available.
2. To prepare and cook meals as required and to supervise their serving where appropriate.
3. To provide for special diets where necessary as well as taking into account the preferences of individual Service Users.
4. Ensure all food is labelled and covered appropriately with a use by / expiry date indicated
5. To be responsible for the clearing of tables, washing up after meals, the overall cleaning of the kitchen and work tops and, where appropriate, the dining area.
6. To maintain a record of food and cleaning supplies, and order supplies in consultation with the Manager.
7. To complete and follow kitchen checklists including daily and weekly opening and closing checks.
8. To keep the kitchen, storeroom, utensils and equipment spotlessly clean.
9. To be careful and considerate with all property and equipment belonging to the home, avoiding unnecessary breakages and damages.
10. To report any breakages or necessary replacements to senior staff.
11. To maintain Health & Safety and Food Hygiene regulations, and full compliance with other statutory requirements in the kitchen area, including the hygienic disposal of food waste.
12. To follow HACCP guidelines.
13. To draw the attention of the Manager to any problems or potential hazards in the kitchen and dining areas.
14. To have full knowledge of the Home's fire procedures



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15. To be fully compliant in all mandatory training including those that do not directly apply to the kitchen or food.
16. To supervise and train junior staff where appropriate.
17. To attend staff meetings appropriate.

Any other duties that may reasonably fall within the scope of this post, as may be required from time to time.

STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST. THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.