



Job title	Cook
Responsible to	Registered Manager

Main purpose of the post

To take joint responsibility with the management to promote a high standard of food hygiene and cleanliness within the working environment. To maintain a high standard of food preparation and implement the requirements set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990. To ensure that the kitchen and associated areas fully conform to the requirements as laid down under the health and safety at Work legislation.

Key responsibilities

- To ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
- To direct and supervise all kitchen staff and ensure that they are aware of their responsibilities with regard to food hygiene and preparation, and all health and safety requirements.
- To ensure all equipment used is well maintained and in good working order.
- To prepare, cook and present meals and beverages to the highest quality incorporating cultural and dietary need as required by the residents and Management of the Home.
- To work closely with residents to plan menus that reflects choice and preferences.
- To ensure all stock is ordered is consistent with planned menus and stored in the appropriate areas and to maintain stock sheets.
- To work with the Home Manager, by assisting in the management of the catering budget.
- To maintain a well-balanced nutritious diet taking into consideration the special dietary needs of residents.
- To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis, e.g. personal appearance must be of an acceptable level: uniform provided must be worn; hair covered and tied back and sensible enclosed non-slip shoes to be worn etc.
- To maintain and check first aid equipment within the kitchen.
- To ensure that the storage of all cleaning materials conform to the Home's COSHH policy.
- To participate in staff meetings and in staff training where applicable.
- To report and record in the appropriate manner any information considered to be important.
- To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's values
- To ensure compliance with Hafod's policies and procedures at all times.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- Any other duties which the post holder might reasonably be expected to perform.

General

- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with Hafod's policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office.

Disclosure is a means for the association to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people. The association will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience

- Food Hygiene Certificate
- Willingness to undertake relevant training
- First Aid Certificate*
- NVQ Level 2/3 in Food Preparation/Catering*
- Professional catering experience within a commercial or institutional setting.
- Catering within a residential/nursing care environment*

Skills and abilities

- Proficient verbal and written communication skills
- Strong interpersonal skills
- Ability to work under pressure
- Well organised
- Planning
- Ability to work without supervision
- Practical approach
- Aptitude towards learning and personal development
- Team worker
- Commitment to providing a quality service
- Responsive to individual needs
- Experience of working in an environment connected with the care of older people*

Interpersonal skills

- Common sense
- Tolerance
- Understanding
- Dependable

Other requirements

- Able to work at short notice when required
- Weekend working

*Points marked with an asterisk are desirable rather than essential

Team Structure

