

<b>Job Title:</b>	Cook
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<b>Location:</b>		<b>Date:</b>	May
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input type="checkbox"/>	<b>Employee</b>	<input checked="" type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	16					
<b>Start time:</b>		<b>Finish time:</b>				
<b>Salary:</b>		<b>Start date:</b>				

<b>Job Description</b>
<p><b>Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• To produce meals and services at the required time to the residents of the home, according to the standards and procedures agreed with the Home Manager.</li> </ul>
<p><b>Main Duties</b></p> <ol style="list-style-type: none"> <li>1. To prepare and deliver all meals and services at the required times to the agreed standards and resident's satisfaction.</li> <li>2. To ensure the methods of preparation and presentation comply with current recognised catering standards /practices.</li> <li>3. To ensure that all statutory regulations pertaining to the safety and hygiene operations of the kitchen and associated areas are adhered to by all members of staff and visitors.</li> <li>4. In the absence of the Manager, ensure that all deliveries of food / provisions to the home are in suitable vehicles and where appropriate checks are made and recorded on the temperature levels on receipt of goods.</li> <li>5. To ensure that all stores and other areas of potential loss are secured at all times according to the home's policies.</li> <li>6. To report and record any customer complaints or compliments and where necessary take remedial action.</li> <li>7. To report immediately any incidents of fire, theft loss, damage or other irregularities and work with the manager to ensure that appropriate action is taken.</li> <li>8. To attend regular meetings with the manager and other training sessions as may be necessary from time to time.</li> <li>9. To provide meals to guests and visitors to the home when requested</li> <li>10. To provide catering for parties and other events.</li> </ol>

11. To ensure that daily checks are made on all meals to residents to ensure quality, quantity, temperature and presentation.

12. In the absence of the Manager, ensure that all records pertaining to the kitchen operation are in accordance with the necessary legislation.

13. To work within all current codes of conduct.

14. To maintain all equipment and working areas in accordance with Food Hygiene, Health & Safety legislation To comply with COSHH regulations.

15. To act at all times, whilst on duty, in accordance with Shaftesbury Policies including fire, reporting of accidents, confidentiality of information.

16. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

17. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

#### **Working Relationships:**

**Internal** – Work with all members of the home's team and its residents

**External** – Contact with the suppliers of provisions to the home

- *This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder's duties.*

### **People Specification**

#### **Person Specification**

#### **Essential Experience**

##### Qualifications:

- Hold a recognised food preparation qualification
- Hold a recognised food Hygiene qualification

##### Knowledge:

- Have the ability to cater for a range of medical dietary needs

##### Experience:

- Experience of working in a busy kitchen undertaking a range of cooking

##### Technical/Work based skills:

- Experience of preparing meals for people with a range of dietary requirements

##### General skills and attributes:

- Ability to work on own initiative
- Good interpersonal skills

- • Excellent organisational skills

**Desirable Experience**

Qualifications:

- • NVQ 2 in Catering

Knowledge:

- • Experience of working with people with a profound physical disability

Experience:

- • Experience of working within a kitchen in a large residential home

**To apply**

To apply, please email [boostrecruit@barnet.gov.uk](mailto:boostrecruit@barnet.gov.uk)