

Job Description

Job Title	Cook
Responsible To	Registered Manager
Accountable To	Regional Manager

Main Purpose

To provide high standard, healthy balanced and nutritious food in accordance with the people we support's dietary requirements whilst working in accordance with the company's philosophy of care and values, policies, procedures, and all relevant legislation.

Key Responsibilities (Duties not exhaustive)

- To plan and prepare three meals a day which meet the dietary requirements of the people we support
- To ensure all meals are ready at the appropriate times
- To work in the kitchen and prepare food on your own according to menu plans devised in collaboration with the other cook(s)
- To ensure the kitchen is stocked with good quality food and products, liaise with other cook(s) regarding order and stock control
- Ensure fridge and freezer temperatures are set, and recorded, in accordance with HACCP guidelines
- To oversee kitchen assistant(s) and allocate duties to ensure the smooth operation before, during and after kitchen service
- To ensure kitchen assistant(s) prepare food in line with the menu plans, to meet the needs of the people we support
- To ensure kitchen assistant(s) implement the cleaning schedules and are compliant with Health & Safety Policy and procedural guidelines
- To undertake and complete domestic duties within the catering team which include deep cleaning, general kitchen maintenance and washing up, in accordance with policy and procedural guidelines. This may require the successful candidate to use industrial equipment.
- To ensure all cleaning is completed, as per cleaning rota, after each shift and recorded in the appropriate paperwork
- To ensure effective daily/weekly cleaning schedules and supporting checklists are in place and enforced.
- To monitor and maintain a safe and clean environment for food related areas and equipment, resolving issues and where appropriate raising to the Registered Manager.
- To lead by example, setting high standards completing team duties to meet operational needs
- Effective organisation and allocation of shift duties, ensuring completion of set up, handover and closedown procedures is in line with policy and procedural guidelines.
- Responsibility for hygiene, health & safety of the catering team, particularly in relation to the use of COSHH products and PPE.
- To ensure food products are correctly stored, dated and rotated.
- To build effective communication and teamwork to support the smooth operation of the shift.
- To carry out reasonable tasks as requested by the Registered Manager.
- To oversee the smooth running of the kitchen
- The company is committed to safeguarding and promoting the welfare of the people we support and expects all employees to share this commitment. You must ensure the safety of the people we support complying with all Health & Safety requirements and all other relevant legislation and

best practice. Ensure all concerns around safety and safeguarding are reported immediately and all safeguarding policies are adhered to.

- To be personally accountable for the standard of your practice.
- Reports concerns and important matters to line management in a timely manner
- To maintain the confidentiality of information.
- Work as part of a staff team in a constructive and supportive manner, attending and participating in regular staff meetings and contributing to a culture of open communication and constructive feedback with colleagues.
- Participate in regular supervision and annual appraisals and take personal responsibility for your own learning.
- Attend all relevant training/development provided and take responsibility for putting your learning into practice on a daily basis.
- Maintain a working knowledge of and comply with Care Quality Commission (CQC) Fundamental standards, company policies, procedures, and guidelines.
- To work in accordance with company values.
- Adheres to working hours required, demonstrates flexibility to ensure the service is covered.

Additional Duties

It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises in order that tasks which are not specifically covered in their job description are covered.