



Job Description Cook

Responsible to: House Manager / Head of Care & Safeguarding

Responsible for: N/A

Job Purpose: To provide a catering service for the Organisation.

Key responsibilities:

Main

1. Undertake menu planning in consultation with the House Manager and to remain within designated food budget
2. Preparation, cooking and serving of main meals, snacks, cakes, etc. in accordance with specified menus.
3. Ensure menus are displayed and correct information is noted in line with Care Inspectorate Wales (CIW) regulations.
4. Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.
5. Check quantity and quality of stock received and notify suppliers of deficiencies.
6. Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
7. Ensure that the appropriate clothing is worn at all times in accordance with Health and Safety guidelines.
8. Co-operate fully with the statutory inspections and implement recommendation as appropriate
9. To ensure the 'Better Food Better Business' booklet is completed at the end of every shift
10. Attending occasional meetings and training sessions.
11. Working together with the House Manager, Assistant House Manager and Learning Support Workers to gain an insight into the needs of the learners
12. To be responsible for your own health and safety and that of anybody else whom may be affected by your acts of omissions.
13. To attend and abide by all safeguarding training and practices as set out in the Organisation's policies and procedures and to notify line managers of any suspected safeguard issues.

General

1. Working according to the policies and guidelines of the Organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
4. Respect confidentiality at all times.

5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Cook

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding: Basic Food Hygiene Certificate. Previous experience working in a kitchen providing meals for large numbers. Food Hygiene Regulations. Special diets. NVQ Level II Food Preparation. Hazard Analysis and Critical Control Points (HACCP's). Menu Planning.	Essential Desirable Essential Essential Desirable Desirable Essential	Application Application Interview Application Interview Interview Application
Skills & Abilities: Good interpersonal skills. Good communication skills. Good planning skills. Good organisational skills. Ability to work independently and as part of a team.	Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview
Personal Attributes: Flexible in approach. Reliable. Honest.	Essential Essential Essential	Interview Reference & Interview Reference