

**Job Profile**

Role Cook

Reports to Home Manager

Reports None

Hours Up to full time

Budget accountability None

Budget responsibility None

**Job Purpose**

To work under the leadership of the Home Manager to deliver a catering service for the home that is safe, healthy and nutritious, meeting the needs of individual service users and within budget.

**Accountabilities**

1. To prepare and cook a range of quality home- cooked, nutritionally balanced food, including meals and snacks, for all residents, including those with particular dietary requirements.
2. To establish a rapport with residents and work with them to plan menus which reflect their preferences, tastes and dietary requirements, to support the staff team to assist the residents with their choices.
3. To ensure a clean and safe kitchen environment, carrying out daily and weekly cleaning duties and maintaining an appropriate dress code.
4. To ensure food hygiene and health and safety standards are maintained and to lead any Environmental Health inspections with the Home Manager, undertaking relevant administration tasks and keeping records necessary for the role.
5. To work with all colleagues in the home to ensure the smooth running of the kitchen.
6. To take an active interest in your own development and in the continuous improvement of the service.

**Other**

*Special demands. This should include any extraordinary conditions applicable to the job (for example, heavy lifting,*

*exposure to temperature extremes, prolonged standing, or travel, shifts). –*

To work in a kitchen, using catering equipment, respecting health and safety standards at all times.

**Key results area/measures for the role**

*The following areas are measured by a variety of methods such as feedback from Managers,*

*service users, delivery of personal objectives by the individual via the performance management system*

*and results from Operations KPIs.*

1. You will have a rapport with residents, knowing their general likes, dislikes and dietary requirements and work in a person-centred way to ensure their choices are met.
2. You will assist in providing home cooked, varied and nutritious meals to residents, which are cooked to a high standard and presented well, including the provision of a varied diet to those residents who have special dietary requirements.
3. You will keep appropriate records as required for your role.
4. You will ensure that there is an adequate stock of food, beverages and snacks within the home at all times.
5. The kitchen will be clean and safe, with all Food Hygiene and Health and Safety standards met and maintained.
6. The morale and wellbeing of your team and colleagues is promoted and actively supported. A healthy, supportive and pro-active attitude is promoted to internal and external customers at all times.

**Person Specification**

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|  | **Essential** | **Desirable/Ideal** |
| **Qualifications** | Educated to GCSE Level A-F or equivalent in Maths and English or ability to pass numeracy and literacy assessments.  Level 2 Food Safety in Catering | NVQ/ Diploma in Health and Social Care level 2 or 3, or equivalent |
| **Skills** | Strong communication skills with the ability to communicate effectively with team members, service users and a range of stakeholders.  Effective time management and work prioritisation and the ability to work well under pressure.  Willing to learn new ways of working and positive about personal development  Ability to communicate effectively with staff, residents and a range of stakeholders.  Pro-active and creative thinking.  Ability to work on own initiative and be self-motivated. |  |
| **Experience** | Experience of menu planning in conjunction with personal preferences, dietary requirements and maintaining healthy eating patterns.  Of being able to identify issues and develop a logical and clear approach to problem solving, with the ability to resolve conflict using own judgement | Experience of working with people with learning disabilities/mental health needs. |
| **Other** | Have a caring manner and a tolerant nature.  Be dependable, cheerful, patient and kind.  Respectful of boundaries, with a commitment to confidentiality  Willingness to be flexible, adaptable and positively responsive to change  Willingness to learn and use skills appropriately  Commitment to delivering a high quality service and to support the aims of the Trust |  |