

JOB DESCRIPTION

<u>Title:</u>	Cook
<u>Responsible To:</u>	Scheme Manager/Care and Support Manager
<u>Responsible For:</u>	Kitchen Assistants
<u>Date:</u>	February 2008
<u>Written by:</u>	Denise Taylor

Overall Purpose:

To provide a daily restaurant service for service users and staff at the scheme, and to provide, as required, restaurant facilities for visitors to the scheme, either as personal visitors to tenants, or visitors using communal facilities. To ensure that the restaurant meets its agreed financial targets and remains viable, to grow the business and be creative in sourcing new restaurant income.

1.0 General Duties

- 1.1. Under the general supervision of the Scheme Manager/Care and Support Manager, to carry out the duties in a way which respects the rights and dignity of the individual and promotes independence. To work in accordance with the aims and objectives of the Scheme and its policies and procedures.
- 1.2. To work as a member of the team, liaising with other employees as necessary to achieve the best service possible.

2.0 Main Duties

- 2.1 To supervise, give on the job training and delegate to kitchen staff, promoting high standards of hygiene, cleanliness, safety and efficiency.
- 2.2 To be knowledgeable of the Food Safety Act and to enforce its requirements.
- 2.3 To comply with Environmental Health Regulations by recording food temperatures on delivery.
- 2.4 To be knowledgeable in use of cleaning of all kitchen equipment and assist if necessary.

- 2.5 To prepare good quality nutritionally balanced meals using fresh in season produce whenever possible, ensuring attractive presentation for residents (and staff when required) and keep records.
- 2.6 To assist the scheme manager/care and support manager with menu planning, providing choice and cater for special diets as required. To encourage residents to discuss daily menus where appropriate and to be flexible according to residents' needs.
- 2.7 To manage foodstuffs in an economical and efficient manner, be aware of budgeting implications and work within agreed food costs.
- 2.8 To be accountable for food stocks and ordering of food supplies in liaison with the scheme manager/care and support manager.
- 2.9 To ensure high standards of cleanliness are maintained at all times throughout the kitchen area, stores and outer corridor and maintain cleaning schedules.
- 2.10 To report any defects in equipment and building to the scheme manager/care and support manager.
- 2.11 To read and write notes concerned with residents dietary needs and records and contribute to other matters which need to be communicated between staff.

3.0 **Administration**

- 3.1 To complete all paper work required by the Safer Food Better Business.
- 3.2 To ensure that Kitchen staff complete and sign their timesheets, and pass to the Administrative Officer to authorisation.
- 3.3 To record all purchase orders and forward all invoices to the Administrative Officer for processing on the purchase order system.
- 3.4 To produce Menus for the restaurant.
- 3.5 To produce posters and menus in respect of special meals and events.
- 3.6 To monitor expenditure, in conjunction with the Scheme Manager/Care and Support Manager to ensure that expenditure is kept within the agreed budgets.

4.0. **Miscellaneous**

- 4.1 To attend team meetings, supervision meetings and training sessions and to ensure that any training needs identified are met.
- 4.2 To carry out any other duties consistent with the nature and scale of the post as may be required from time to time to ensure the well being of the residents and the home, and support the general running of the home

- 4.3 To comply with the CHS Health and Safety policy and procedure.
- 4.4 To comply with the CHS Equal Opportunities policy and statement.
- 4.5 To comply with the CHS Schedule One Policy and Procedure.
- 4.6 To participate in the quality assurance strategy to ensure that agreed high standards of care are always met.
- 4.7 For posts based at Richard Newcombe Court - a willingness to undertake basic Chinese culture and language training

Behaviours

Continuous improvement - Capture learning and obtain feedback from customers in order to continuously improve services and increase opportunities

Customer focus - Seek to understand the needs of internal and external customers and aim to exceed these consistently

Teamwork - Work effectively with others and ensure team objectives are met

Flexible and Adaptable – adopts a practical approach to achieve the required results

As the needs of the organisation change rapidly, this role will change accordingly; therefore this document should be viewed as guidelines which are subject to change