

## **JOB DESCRIPTION**

**Title:** Cook

**Responsible To:** Assistant Care Home Manager

**Responsible For:** n/a

### **1. GENERAL**

- 1.1. Under the general supervision of the Assistant Care Home 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 Care Home 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. MAIN DUTIES**

- 2.1 To supervise, give on the job training and delegate to Kitchen Assistants, promoting high standards of hygiene, cleanliness, safety and efficiency.
- 2.2 To be knowledgeable of the Food Safety Act.
- 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 Assistant Care Home Manager/ Care Home 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 responsible 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 Duty 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. MISCELLANEOUS**

- 3.1 To attend team meetings, supervision meetings and training sessions and to ensure that any training needs identified are met supervise and training sessions.
- 3.2 To answer the telephone if a member of the Care Home Management Team is not available, to answer the door, greet visitors and confirm identity, ensuring that the appropriate records are updated.
- 3.3 To comply with CHS's Health and Safety policy and procedure.
- 3.4 To comply with CHS's Equal Opportunities policy and statement.
- 3.5 To comply with CHS's Schedule One Policy and Procedure (Housing Act 1996) relating to any possible conflict of interest relating to the business of CHS.
- 3.6 To participate in the quality assurance strategy to ensure that agreed high standards of care are always met.
- 3.7 To comply with all aspects of the CHS Code of Conduct and CHS behaviours
- 3.8 To comply with the CHS Equality and Diversity Policy Statement, actively seeking opportunities to recognise the value of diversity and ensure equality of opportunity in services delivered.
- 3.9 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 Care Home, and support the general running of the Care Home.

### **4.0 BEHAVIOURS:**

**Communication:** Take steps to keep others informed about what they need to know

**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

*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*