



Job Specification for Cook

JOB PURPOSE: To produce high quality food for clients, staff and visitors at the Service offering a nutritious and appetising range of food encompassing the requirements of vegetarian, vegan and cultural cuisine for clients with special dietary needs.

MAIN DUTIES AND RESPONSIBILITIES:

SERVICE DELIVERY

1. To prepare, cook, present and serve food for clients, staff and visitors at specified times.
2. To plan menus within an agreed budget, prepare and cook food in line with approved recipes and keep food wastage to a minimum.
3. To be responsible, in conjunction with the Administration Officer, for the upkeep and maintenance of kitchen equipment.
4. In conjunction with the Administration Officer, to order food supplies whilst keeping within the agreed budget.
5. To receive and check deliveries and pass the correct invoices to the Administration Officer.
6. To be familiar with and ensure that all statutory regulations governing food preparation and hygiene are adhered to (e.g. Food Hygiene Regulations, Public Health Act, and Environmental Health Act).
7. To clean working areas and equipment after use in accordance with cleaning schedules, infection control and statutory regulations.
8. To be aware of security and act accordingly at all times.
9. To follow guidelines in relation to the storage of food and stock rotation.
10. To ensure that all used crockery and cutlery are collected, washed up and put away in a safe and hygienic manner in line with the services infection control policy.
11. To ensure all kitchen linen, e.g. overalls, tea towels etc, are laundered and that adequate stocks are available.
12. To identify and advise on catering requirements within the Service.
13. To maintain an up-to-date knowledge of recipes in relation to healthy eating and the special needs of the client group.
14. To identify training needs.

HEALTH & SAFETY

1. To be familiar with, and adhere to, current Health and Safety at Work legislation, the Environmental Health Act, etc.
2. To ensure that all cleaning is done in a safe and hygienic manner and that appropriate procedures are followed.
3. To collect, store and dispose of waste products and rubbish in accordance with the appropriate disposal procedures.
4. To ensure that any faults in equipment are reported to the Service Administrator or Assistant Service Co-ordinator on duty and recorded appropriately and that procedures are followed.
5. To be familiar with the fire procedure and evacuation exits and act accordingly in an emergency situation.

FINANCIAL MANAGEMENT

1. To assist in the maintenance of the economic viability of the Service by operating within agreed financial limits, policies and procedures.

MANAGEMENT

2. Enable the Management Team to develop and achieve objectives by participating in meetings and other processes for corporate policy and practice development as agreed.

		ESSENTIAL CRITERIA
Education & Qualifications	E1	City and Guilds 706/1 & 2 or equivalent or experience of working as a Cook.
	E2	Basic Food Hygiene Certificate
	E3	Certificate in HACCP principles
Experience	E4	Experience of kitchen management and budget control.
	E5	Experience of catering within a residential environment.
	E6	Experience of organising and developing policy and good practice for the management of a kitchen.
	E7	Experience of working with people within a caring capacity.
Skills and Knowledge	E8	To be able to prioritise the workload and to use initiatives so as to work effectively with minimum supervision.
	E9	Knowledge of dietary food preparation including special diets.
	E10	To display flexible and helpful qualities towards work colleagues.
	E11	To have an understanding of an ability to implement equal opportunities.