



## JOB DESCRIPTION

|                            |                            |
|----------------------------|----------------------------|
| <b>Job title:</b>          | Cook                       |
| <b>Services/Locations:</b> | St Joseph's Home           |
| <b>Grade/Salary range:</b> | £15,545 - £15,739 pro rata |
| <b>Responsible to:</b>     | Team Leader                |

### Purpose of the Job:

1. To assist the Team Leader in being responsible for the provision of a high standard catering service to meet the dietary needs of people supported.
2. To purchase, prepare and cook fresh local produce daily, working within the budget set by management.
3. Create a homely dining environment where the social, sensory and emotional pleasures of food are enjoyed.
4. Work with the staff team and fully involve the people we support to create exciting, easy read menus that offer choice and variety.
5. To create 'smooth food' meals for people who have swallowing difficulties.
6. To be responsible for the hygiene, safety and efficient running of the kitchen and catering areas by applying the Food Hygiene (General) regulations and the Health and Safety at Work Regulations.
7. To supervise and support all staff in the kitchen through all aspects of their work.

### Main Duties and Responsibilities:

1. Plan menus to provide nutritious, varied and interesting meals taking into account personal preferences as far as possible and making suitable provision for residents' special dietary needs.
2. To be responsible for the presentation and serving of meals and to ensure they are of a high standard.
3. Make regular checks on food stocks, both fresh and packaged, and order these as required and in accordance with the ordering/purchasing practices of the Home.
4. Be responsible for the safe and proper storage of chilled and dry food stocks and for the proper disposal of any food on which the expiry date has been exceeded.

5. Ensure thorough cleanliness and hygiene in the kitchen, catering and storage rooms and of all equipment and utensils.
6. Ensure legislation and regulation concerning environmental health, health and safety in the kitchen and catering areas are maintained.
7. Act immediately upon the discovery of unsafe or damaged appliances and utensils, and ensure that items are not used by anyone until made safe or replaced.
8. Arrange regular servicing of kitchen equipment, particularly electrical/gas appliances.
9. Ensure that the kitchen is left clean and secure at the end of a duty- ovens switched off, refrigerator doors closed etc. and check daily that the refrigerators are set at the correct temperature.

**Other Duties and Responsibilities**

1. Maintain record of menus, order books and other records as deemed necessary.
2. You are responsible for ensuring that you keep your skills and knowledge up to date, participate in development reviews and attend relevant training courses.
3. Arrange departmental staff meetings from time to time as necessary and attend general and management meetings as required.
4. Take on other such duties as may be required from time to time.
5. Carry out all duties in accordance with the Home’s policy, philosophy, procedures and practice, particularly the Health and Safety at Work Regulations.

***THE DUTIES AND RESPONSIBILITIES OF CATERING CO-ORDINATOR MAY CHANGE AND DEVELOP OVER TIME. THEREFORE, THIS JOB DESCRIPTION IS SUBJECT TO AMENDMENT. IN CONSULTATION WITH THE MANAGER APPROPRIATE CHANGES WILL BE PROPOSED AS NECESSARY.***

This job description is not an exhaustive list of duties and should only be seen as a general guide. As duties and responsibilities of this post may change and develop over time, this job description is subject to amendment. The line Service Manager, in consultation with the post holder(s), will propose appropriate changes as necessary.

**Signed .....** **Date .....**  
**Manager**

**Signed.....** **Date .....**  
**Post Holder**