

## **Cook Job Description**

**Reporting to** Facilities Manager or other designated manager

**Department** UK Services

### **Purpose of the job**

To provide and supervise a high-quality kitchen service in the provision of food, to customers and staff, in accordance with the budget. Deputise in the absence of the line manager, supervising the catering team where applicable.

### **Key responsibilities**

- Ensure that all meals and beverages are prepared, cooked and served in a timely manner, so that customers can dine at agreed times.
- Plan menus to provide nutritionally balanced, varied and attractively presented meals for customers and staff, providing where necessary for any specific dietary requirements and taking note of customers' preferences and making best use of seasonal foods.
- Liaise with care teams and customers in the provision of suitable menus, encouraging customer participation in the selection of menus in consultation with the Deputy Manager/Service Manager.
- Maintain an awareness of individual customer risk assessments relating to specific catering support needs, for example, dysphagia.
- Ensure that a regular cleaning programme of kitchen, dining and storage areas is followed in line with environmental health regulations and following COSHH requirements. Assisting other catering staff with cleaning and washing up as necessary.
- To ensure follow HACCP system guidelines on the storage, preparation and serving of food are clear and followed by catering staff.
- Ensure all foodstuffs are stored appropriately. Check, monitor and accurately record storage temperatures.
- Check food stocks and order stores, supervise the receipt and storage of foodstuffs and stock records as required. Check invoices and forwarded for processing.

- Ensure that all costs are contained within the service's catering budget.
- Report any breakages or failure of kitchen equipment to immediate line manager.
- Help to organise and supervise staff, assisting with training and preparing duty rotas/times sheets, ensuring all absences are covered.
- Provide catering for parties, buffets, picnics and other special functions that are authorised by the Service Manager.
- To comply with all Health and Safety policies and procedures.
- To comply with LC and any local safeguarding and mental capacity act (MCA) policies and procedures.
- Work within the regulatory compliance requirements applicable at the respective service.
- Maintain an awareness of individual customer risk assessments relating to specific support needs, for example, dysphagia, mobility and safety.
- Participate in supervision, staff meetings and training activities (including updates) etc as required, sometimes off-site and outside normal hours.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- Undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- Undertake any other reasonable duties as requested.

## **Person specification**

### **Essential requirements**

- To have a recognised catering qualification, or commitment to work towards this.
- To have level 3 food hygiene certificate (and additional HACCP accreditation) or have level 4 food hygiene certificate.
- A first aid qualification would be advantageous.
- To have basic literacy and numeracy.
- To have experience of working in a kitchen environment.
- To have experience of managing a budget would be advantageous.
- To be able to work flexibly within rostered hours.
- To have a genuine commitment to the values and ethos of Leonard Cheshire.

## Key competencies and skills

- To have food/beverage preparation skills.
- To be able to plan menus.
- To have knowledge of health and safety procedures including being able to demonstrate an understanding of COSHH implications for materials/supplies.
- To be able to demonstrate an understanding of safe and correct food hygiene/handling procedures with a demonstrable knowledge of HACCP system.
- To have good written and verbal communication skills.
- To be able to keep accurate records.
- To be able to work to deadlines, being able to organise self and others.
- To be a good team worker, previous supervisory experience would be advantageous.
- To be able to demonstrate an understanding of infection control principles (including hazard compliance).

## Our values at Leonard Cheshire

**Positive** warm and empathetic, we always look to progress and improve.

**Proud** strong-willed and spirited, we are firm in our beliefs.

**Pioneering** confident and imaginative, we are creative change makers.

**Leonard Cheshire welcomes applications from all sections of the community. We actively encourage applications from people with a disability, supporting where possible, your requirements for reasonable adjustments.**

