

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Provider Services – Support at Home / Ty Cwm Ogwr
POST:	Cook
GRADE OF POST:	GR07
RESPONSIBLE TO:	Residential Manager

JOB PURPOSE:

Provide an efficient, cost effective and quality service to all customers within a residential setting, maintaining legislative requirements with regard to Health and Safety and Food Safety and Hygiene at all times.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Plan, prepare and cook allocated dishes to meet quality standards.
- Assisting in the preparation and planning of menus, adapting menus to meet special dietary for individuals needs as required.
- Ensuring that stocks are adequately maintained, completing and placing orders via telephone or providing a list to the clerical assistant to input on electronic ordering forms to the suppliers the home procures. Recorded and check orders for quality assurance purposes
- Complying with relevant regulations, e.g. Health and Safety, HACCP, COSHH ensuring that high standards of food hygiene and cleanliness are maintained and that correct hygiene procedures and safe working practices are followed.
- Complete and review all safe food hygiene documentation. Review HACCP annually or as and when required with the Residential manager to maintain safe standards of working practices.
- Ensure all records of kitchen responsibilities are completed daily by all members working in the kitchen.
- Supervision of kitchen helps or domestic assistants, providing training in the use of kitchen equipment where required.
- Co-ordinate and assist in the cleaning of the kitchen, serving equipment and kitchen surfaces.



- Ensure weekly and monthly cleaning rotas are maintained and reviewed

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	• Level 2 Award in Food Safety • Level 3 Award in Food Safety in Catering (or working towards) • Food Hygiene Certificate	Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	• Previous experience of managing a kitchen environment. • Working knowledge of Health and Safety & COSHH regulations in the work place. • Knowledge of specialist diet requirements.	Yes Yes	Interview, application form and selection process.
Skills & Personal Qualities	• Ability to communicate clearly and effectively, both verbally and in writing. • Ability to supervise others. • Flexible, motivated, enthusiastic and able to work under own initiative. • Ability to work under pressure. • The ability to greet customers through the medium of Welsh is a requirement for this post.	Yes Yes	Interview, application form, and selection process.