

Job Description/Person Specification

Post Title: Assistant Cook

Department: Older People's Services

Responsible to: Duty Manager / Cook

Purpose of Post

- To assist the cook to plan, prepare and cook meals and light refreshments ensuring that a varied and balanced diet is provided for all service users and that provision is made for individuals medical, cultural or dietary requirements and personal preferences.
- To assist the cook to ensure that the service is provided in a hygienic, efficient and economical manner.
- To deputise for the cook in their absence where appropriate.

Key Tasks

1. To assist the cook with the day to day planning, preparation and cooking of nutritional meals that meet the cultural, religious and dietary needs of service users.
 2. To take part in various kitchen duties such as cleaning, setting and clearing of tables and washing up.
 3. To ensure that a high standard of hygiene is maintained in the kitchen at all times and to ensure all in-house cleaning and maintenance schedules are complied with.
 4. To ensure that all kitchen equipment is operated and maintained in a safe and economical manner. Observe all safety regulations and procedures as set down in the Health and safety at Work Act.
 5. To undertake, in the absence of the cook the ordering of foodstuffs, general supplies and cleaning materials.
 6. To ensure that, in the absence of the cook all stock record and budgetary information systems are regularly and accurately maintained.
 7. To undertake, in the absence of the cook, the compilation of weekly menus in conjunction with the management team.
 8. To encourage the participation of service users within the establishment in menu planning and maintain good relations with visitors.
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9. To ensure that the ingredients for basic meals and beverages are made available to service users.
10. To promote the security, confidentiality and accuracy of records and information systems with due regard to legislation and the organisations policies and procedures.
11. To work at all times in accordance with the aims, objectives and values of Housing 21.
12. To observe the conditions of the departmental smoking/passive smoking policy.
13. Responsible for own Health and Safety, ensuring a safe working environment for colleagues.
14. Undertakes any other duties in line with the basic objectives of the post.

Special Requirements

To work shifts, weekends and bank holidays as required. Will be required to work flexibly to meet the social needs of the service.

ASSISTANT COOK PERSON SPECIFICATION

QUALIFICATION AND EXPERIENCE

- Experience of working in a kitchen
- Basic food hygiene
- Willingness to participate in training

SKILLS AND ABILITIES

- Works on own initiative
- Good time management
- Ability to communicate effectively both orally and in writing
- Ability to understand and adhere to the Equal Opportunities policy
- Ability to work with and contribute to a small team

KNOWLEDGE

- Understanding of different cleaning materials and their suitability to identified tasks
 - An understanding of varied differing diets, such as multi cultural, diabetic, vegetarian and low fat.
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ATTITUDE

- Calm
- Flexible and reliable
- Efficient Values diversity and shows commitment to equality of opportunity
- Values health and safety and shows a commitment to ensuring a safe working environment

Housing 21 reserves the right to alter the content of this job description to reflect the changing needs of the business, but is a correct reflection of the duties of the post at the time of writing.
