

eldon housing

JOB DESCRIPTION

Job Title: Cook (Langley Oaks)
Responsible to: Catering Manager
Days Hours Mon, Tues, Wed Fri & Alternate Sat & Sun 8 am – 3 pm
Hours per week 30 (includes 1-hour unpaid break)

Overall purpose of the job:

- To provide a high-quality catering services, that will enhance the everyday life of service users
- Assist the Chef with preparation, cooking and service of food
- To ensure the catering service is carried out in accordance with appropriate legislation, guidance, procedures and good practice
- To assist the chef with manage service of food including the presentation of food and maintain a menu displaying choice
- To be responsible for the organisation and supervision of a high-quality food service to meet the requirements of the service users
- To be responsible for ensuring high levels of cleanliness and hygiene in the kitchen and storerooms at all times
- To monitor, manage quality of food and food provisions through surveys, audits, observation and by regular communication with service users
- To be responsible for ensuring that all food reflects the needs of individual's medical and cultural requirements

No job description can cover every issue that might arise, and the post holder is expected to carry out other duties from time to time, broadly consistent with those listed below.

Key responsibilities:

- Create varied and nutritional fresh food menus that will satisfy all dietary needs and preferences whilst not exceeding the budget
- Undertake skilled food preparation to provide a variety of meals using seasonal fresh produce following agreed menus.
- Manage, motivate and instruct the catering team in the use of various cooking methods to ensure the efficient delivery of meals to the tenants
- Liaise with the chef to adapt service delivery to needs and preferences
- Ensure compliance with current Food Hygiene requirements, Environmental Health and Health and Safety at Work regulations and that staff adhere to food hygiene standards.
- Manage and implement stock control procedures including rotation of stored foods i.e. frozen, fresh and dry packaged and to ensure proper storage of food

- Manage paperwork including adhering to the Associations Policies & Procedures, budgets, managing orders and deliveries
- Monitor and control quality of food at time of delivery in accordance with procedures.
- Ensure crockery and cutlery levels are maintained and electronic inventory records are kept and maintained

General:

- Be aware of and sensitive to the tenants need to privacy, independence and dignity and to demonstrate at all times a warm and caring attitude to tenants
- Ensure all staff comply with all Health & Safety Procedures and ensure all equipment and cleaning materials are used and stored according to their directions for use and COSHH instructions
- Inform the Help Desk of any defects or hazards in the building, or to equipment, crockery or furniture handled in the course of these duties.
- Be familiar with the Fire Drill, in particular to those requirements specific to the Kitchen area, and to follow all instructions given by the Fire Warden in the event of an emergency.
- Attend Team Meetings during normal working hours and agree to attend outside normal working hours where reimbursement will be made.
- Attend all training courses as instructed by Management in compliance with current legislation, good practice or as specifically required.
- To carry out any other duties as reasonably instructed by Management

Person specification:

Essential Qualifications and Experience

- Extensive catering experience in a commercial kitchen
- Relevant Food Hygiene Certificate
- CIEH Level 2 (minimum) Food Hygiene and Safety Certificate or equivalent.
- Experience of preparing fresh food and multi cultural cuisine and menu planning
- Proven staff management skills
- Good IT Skills
- Previous experience ordering and stock and budget control
- Supportive of a charitable, caring organisations aims and values

Desirable:

- Experience of working in catering within a care home environment
- City & Guilds 706 (1 and 2) in Professional Cookery (or NVQ 2 / 3)