

Job title:	Cook
Responsible to:	Senior Cook
Holiday/Sickness Relief:	Cooks

Purpose of the Job

- To promote and work within our values:



- To prepare and cook meals according to a planned programme.
- To follow safe working practices and make sure hygiene standards are maintained.
- To work within our Code of Conduct / Behaviour Charter.

Specific Duties & Responsibilities

- To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
- To help create meal plans whilst considering the Residents' preferences, medical and cultural dietary requirements and needs.
- To maintain hygiene and safety requirements and report any concerns to the senior cook or management team.
- To order, receive and check the quality and quantity of provisions delivered and report shortages and poor quality goods to management.
- To maintain the stock control systems in place.
- To correctly store all produce and kitchen equipment.

- To check and record freezer and fridge temperature and defrost and clean these when required.
- To cater for special functions such as parties or festive seasons.
- To understand and comply with fire precaution procedures and health and safety regulations.
- To participate in meetings, reviews, staff development and 1:1s as required within charity policies.
- To buddy new staff.
- To participate flexibly in rotas and routines as required by the charity.
- To attend and fully participate in training as required by the charity.
- To perform any other tasks that fit your role.
- To complete any other reasonable tasks assigned by the management team

Person Specification

- Be adaptable to changing priorities
- Have 1 year of relevant experience in a similar setting
- Be able to collaborate effectively with others
- Have an understanding of food safety regulations
- Have good time management and organisational skills
- Be willing to learn and develop
- Be approachable and able to connect and empathise with others

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.