



Job Description: Cook

RESPONSIBLE TO: Manager and Deputy Manager

Philosophy of Care:

To add life to years, not years to life through, Kindness, holistic care and: Respect Dignity , choice, Independence, Collaboration, Respect , Security and Collaboration .

Main Aims of the Job :

- To prepare appetising and nutritious food for the residents on a daily basis
- To follow a menu in conjunction with the residents likes and dislikes.
- To follow the change to the menu's on a regular basis as laid out in the minimum standards
- To ensure that the kitchen is hygienically clean at all times
- To ensure all food orders are requested with ample time while working under an agreed budget by liaising with the senior staff who are responsible for ordering and writing weekly menus.
- To meet differencing dietary requirements as necessary

Key Responsibilities

- To support the night staff with the collection of breakfast trays , wash up and record residents food and fluid intakes on Care Control.
 - To ensure meals are ready at the appropriate time
 - To offer and prepare, if necessary, at least three main options for lunch each day – one main, one salad and one omelette
- To prepare desserts as necessary for both lunch and supper
 - To prepare or part prepare the supper dish for that day or delegate this to the appropriate person
 - Prepare or delegate the preparation of the sandwiches for supper
 - To ensure fresh cake is made for afternoon tea
 - To ensure that fresh cake is prepared for a residents' birthday or any other occasions as requested
 - To oversee the smooth running of the kitchen

- To ensure all cleaning is completed as per cleaning rota
- To ensure all food returned to the fridge is covered with cling film and dated
- Ensure all foods are appropriately covered
- To ensure all related paperwork is completed on a daily basis. This is audited monthly by senior staff.

General

- To attend and participate in staff meetings and attend all mandatory training when required
- To attend supervision and appraisals ensuring that you have prepared for these when required
- To attend any other training when a need has been identified
- To communicate effectively with other staff, relatives and visitors including professional agencies
- To answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly Make visitors feel welcome. Provide refreshments/assistance when required
- To report any faults/defects in the Home to the Maintenance Manager
- To be fully aware of the fire policy and the awareness of food hygiene regulations
- To ensure you are familiar with all current policies and procedures and understand your duty to comply and implement them when necessary
- To wear uniform provided and flat sensible shoes at all times
- To be aware of the residents' confidentiality at all times
- Ensure that you do not use a mobile telephone while on duty
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties
- To keep all records up to date
- Understand your duty to whistleblow if you witness bad practice or harm to a resident within the Home
- To wear an identification badge at all times
- To promote and ensure the good reputation of the Home at all times

Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.

- To assist in the maintenance of a Safe and Healthy Working environment by understanding and ensuring adherence to the Homes' Health and Safety Policy and Procedures including Fire
- To practice and promote safe working practices within the Home
- To take responsibility for your own health and safety and that of others who may be affected by your acts or omissions
- To ensure that all COSHH records are maintained and updated when necessary
- To be fully aware and comply with infection control policies and procedures and appropriate hand hygiene technique
- To report immediately to the Manager in charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another
- To report to the Manager , Maintenance Manager in charge of any faults, damaged furniture, faulty appliances, equipment or any potential hazard
- To clean up any spillages that you have made, found or been asked to do so by the Manager in charge
- The Home has adopted a NO SMOKING policy which applies to all posts within the Home. Smoking may be carried out in a designated area.

The outside door is to be kept closed at all times to prevent the smell of smoke coming back into the Home. This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties required. However, it is not definitive and may be subject to periodic view.

Qualifications, Training and Experience

- Previous experience is required
- To have a genuine interest for older people
- To be willing to participate in National Vocational Training Programmes if necessary
- To have good communication skills
- To have the ability to work effectively within a team environment

J.Freeman – Manager