



Job Description

Cook

Reports to

Head of Catering

Job Summary

The experienced post holder will be required to work both unsupervised and as part of a team, under the guidance of the Head of Catering and to provide a high quality catering service for life-limited children, young adults their families, staff and visitors to Naomi House & Jacksplace, taking into consideration healthy eating principles, budget limitations, family preferences and dietary requirements, whilst maintaining a homely environment.

There will also be a requirement to cater for in-house meetings and functions and the post holder will be responsible for ensuring that all guidelines, policies and legislation pertaining to food storage, preparation, cooking and serving are adhered to at all times.

Duties and responsibilities

- To prepare food for snacks, meals, meetings and functions.
- To clear away after food preparation and meals ensuring hygiene to mandatory levels.
- To maintain all cleaning regimes to mandatory levels including removal of refuse and waste.
- To contribute positively to the creation and maintenance of a friendly and welcoming environment.
- To be involved in planning menus and ordering stock effectively and within budget, adapting menu changes where appropriate.
- To plan, promote and implement themed menus in keeping with the family fun value of the House, in liaison with the Play and Activities Team Leader
- To have a friendly approach to the children and families whilst remaining alert to the need to refer any concerns to members of the Care Team when necessary.
- To deputise for the Head of Catering as requested.
- To work in the evenings and at weekends as required.

Health, Safety and Hygiene

- To ensure safe storage and handling of food including stock control, rotation and temperature control systems/procedures.
- To ensure safety in the kitchen at all times including safe use and storage of equipment and cleaning materials.
- To be familiar with the location of emergency equipment and with emergency procedures to be carried out in the event of fire or accident.
- To ensure compliance with all relevant Food Hygiene Regulations

Liaison and consultation

- To liaise with the Head of Catering, Team Leaders and Care Team on the dietary needs of the children and their families.
- To be aware of and take appropriate action for potential food allergies. This will be in consultation with the Care Team.
- To communicate with families and visitors to ensure they have all possible assistance.

To assist with organisation and training of staff and volunteers

- To support assigned volunteers to cover kitchen duties.
- To supervise the workload of volunteers and ensuring adequate food hygiene training.
- To participate in the induction of new Care Team staff according to agreed guidelines.

Professional, Training, Supervision and Education

- To manage work responsibilities effectively and in accordance with the needs of the children and families, the care service and staff.
- To participate in Care Team meetings as agreed.
- To assist in the training of any new cooks/chefs and to lead a small team when required.
- To meet the values of the organization, demonstrating Positivity, Openness, Pride, Ambition and Resourcefulness
- To participate in in-house training programmes and teaching sessions as appropriate.
- To meet regularly (at least annually) with the Head of Catering for appraisals, identifying learning objectives and setting targets.
- To be responsible for your own on-going education and professional development and your identified personal objectives.
- To access all appropriate staff support mechanisms within the team to facilitate continued effective performance within this challenging environment.
- To take responsibility to undertake annual mandatory training i.e. Fire Safety, Safeguarding Children, Infection Control, CPR, Movement and Handling.

Qualification - Essential

- City & Guilds 706 1 & 2 (or equivalent)
- Level 2 Food Hygiene certificate
- Ability to communicate effectively

Experience - Essential

- Working in a kitchen and preparing meals for large numbers
- Menu planning
- Basic knowledge of COSHH

Experience - Desirable

- Catering for Special diets

This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and the Line Manager.