

# JOB DESCRIPTION

**Post Title:** Cook  
**Employer:** Hafod Care Association  
**Responsible To:** The Registered Manager

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## **MAIN OBJECTIVES OF THE POST**

- To take joint responsibility with the management to promote a high standard of food hygiene and cleanliness within the working environment.
- To maintain a high standard of food preparation and implement the requirements set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990. To ensure that the kitchen and associated areas fully conform to the requirements as laid down under the health and safety at Work legislation.

## **PRINCIPAL DUTIES**

1. To ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
2. To direct and supervise all kitchen staff and ensure that they are aware of their responsibilities with regard to food hygiene and preparation, and all health and safety requirements.
3. To ensure all equipment used is well maintained and in good working order.
4. To prepare, cook and present meals and beverages to the highest quality incorporating cultural and dietary need as required by the residents and Management of the Home.
5. To work closely with residents to plan menus that reflect choice and preferences.
6. To ensure all stock is ordered is consistent with planned menus and stored in the appropriate areas and to maintain stock sheets.
7. To work with the Home Manager, by assisting in the management of the catering budget.
8. To maintain a well-balanced nutritious diet taking into consideration the special dietary needs of residents.
9. To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis. Personal appearance must be of an acceptable level: uniform provided must be worn, hair covered and tied back. Sensible enclosed non-slip shoes to be worn.
10. To maintain and check first aid equipment within the kitchen.

11. To ensure that the storage of all cleaning materials conform to the Home's COSHH policy.
12. To participate in staff meetings and in staff training where applicable.
13. To report and record in the appropriate manner any information considered to be important.
14. To adhere to the Association's Policies and Procedures.
15. Any other duties which the post holder might reasonable be expected to perform.

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**The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association**

Signed.....Date.....  
Employee

Signed.....Date.....  
On behalf of Hafod Care Association

<b>PERSON SPECIFICATION: COOK</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Food Hygiene Certificate Willingness to undertake relevant training	First Aid Certificate NVQ Level II/III in Food Preparation/Catering
<b>WORK EXPERIENCE</b>	Professional catering experience within a commercial or institutional setting.	Catering within a residential/nursing care environment
<b>SKILLS</b>	Proficient verbal and written communication skills Strong inter-personal skills Ability to work under pressure Well organised Planning	*****
<b>SPECIAL APTITUDES</b>	Ability to work without supervision Practical approach Aptitude towards learning and personal development. Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with the care of older people
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>	Common sense Tolerance Understanding Dependable	*****
<b>OTHER REQUIREMENTS</b>	Able to work at short notice when required Weekend working	Good health record

**PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AND EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS WHICH INVOLVE WORKING WITH VULNERABLE PEOPLE.**

**THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FORM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT**

## **PAY AND CONDITIONS – COOK**

1. The hourly rate for this position is £6.24 - £6.57 depending on age and experience.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 weeks per annum [pro rata].
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.