

JOB DESCRIPTION

JOB TITLE: Cook

Supervisor's Title: Head Chef

Date: February 2020

MAIN PURPOSE: To prepare and cook food to predetermined recipes and menus as per instructions from Head Chef.

Deputise in the absence of the Head Chef

KEY ACCOUNTABILITIES:

General duties

- To assist the Head Chef with the planning, organising, preparation, presentation and service of high quality, nutritious meals to residents and visitors, and in achieving and maintaining budgeted food costs.
- In the absence of the Head Chef , maintain and manage the provision of food according to the pre-planned menus, pre-planned recipes and portion control guidelines and costings, food preparation and cooking of meals using fresh ingredients, as set by the Head Chef .
 - In the absence of the Head Chef assume responsibility for : - *The organisation and supervision of food service points within the establishment. - Ensure goods are stored correctly. - Ensure food is produced to correct standard and that correct quantities are delivered to relevant service points at the right time. - Supervise employees including casual staff, ensuring the allocation of specific duties and work rotas, and ensure all staff are well presented with full uniform - Liaise with*

Home Manager as required – daily/weekly - Liaise with Group Catering Operations Manager as required – daily/weekly/monthly. - Health and Safety of the kitchen, ensuring all food hygiene and food safety regulations and COSHH regulations are complied with, regular audits and risk assessments are carried out as required, and systematic cleaning takes place. - Supervise all service points, serve meals as required, ensure quantity is maintained throughout service times, maintaining colour, texture, temperatures and portion control, and that all equipment is available.

- Undertake basic administrative tasks ie completing orders for supplies from nominated suppliers, checking delivery notes - Ensure that safe working practises are adopted by employees and in work areas for which the post holder is responsible to maintain a safe working environment for employees and service users, as defined in the Brunelcare Health, Safety and Welfare Policy, departmental policies and codes of practice. - Provision of special catering needs and special dietary needs when required. - Inform the Home Manager of any breakdown / failure of any of the catering equipment - Report to the Manager any accidents or incidents which may occur Maintain high standards of hygiene within the kitchen and to ensure that the catering team are also aware of the hygiene procedures - Carry out any other reasonable request by management.

- Organisation and supervision of fridges and store rooms
- Work well within the team maintaining effective communication at all times
- Assist Catering assistants in their own personal development.
- Assist in other kitchens as may be necessary from time to time.
- Attend meetings and training courses as required.
- Undertake personal development as required.

Possible Additional Duties

- Attain relevant qualification and specialised experience as required
- Develop other members of the catering team
- In addition to the duties and responsibilities listed the jobholder is required to perform other general domestic duties assigned by the Home Manager as necessary

The impact of the post holders decisions/actions

- Service User satisfaction
- Level of uptake in VSH restaurants

- Viability of service
- Quality of service
- Cost of catering

FUNCTIONS PERFORMED PERSONALLY:

- To act in a way compatible with **BRUNELCARE** Policies and Procedures.
- Prepare, cook and serve meals ensuring high standards of cooking and presentation are met, taking into account individual dietary requirements and variety
- Manage catering assistants to provide an efficient and professional service
- Ensure that **BRUNELCARE** Health & Safety procedures are implemented

FUNCTIONS OF SUBORDINATES:

- Assistance with food preparation and serving of food
- Carrying out kitchen cleaning tasks
- Recording of cleaning procedures
- Recording of temperatures
- Acting up in an emergency
- Preparation of kitchen area
- Ensure that **BRUNELCARE** Health & Safety procedures are implemented

ENVIRONMENT:

BRUNELCARE is a registered charity and social landlord with more than 1,000 properties in Bristol and the surrounding areas. Its main purpose is to provide housing and care for older people, whether in sheltered housing, residential or nursing homes or in the community.

This job is based in one of the Nursing Homes or VSH Schemes.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- General Education to at least GCSE standard
- NVQ Level Three or City & Guilds in Catering 706/1 & 706/2
- Minimum two years experience in similar position NEBBS Supervisory Skills or equivalent
- Foundation Food Hygiene Certificate
- Knowledge of Health & Safety procedures and Working Safely
- Level 2 Nutrition Certificate (Desirable)
- Basic book keeping

MAJOR JOB CONTACTS:

- Home Manager
- Care Director
- Group Catering Operations Manager
- Head Chef
- Cooks and Catering Assistants
- Health Regulators
- Residents and their relatives
- Suppliers
- Other staff

APPROVALS:

Date when prepared: February 2020