**JOB DESCRIPTION**

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| **JOB TITLE:**  | Cook  |
| **REPORT TO:**  | Head Chef/Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Cook, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Cook is involved in the preparation of meals, special events and functions, providing a high quality kitchen service. Working within the constraints of the budget, you will be responsible for the effective and efficient operation of the kitchen and as part of a vibrant team whose aim is to promote the general well-being of service users.****Duties and Responsibilities**** * Preparing meals from the daily menu. Familiar with any special dietary requirements or preferences, promoting choice, dignity and respect.
* Managing the kitchen supplies, responsible for checking and maintaining kitchen equipment.
* Completing all necessary paperwork such as COSHH, HACPP, whilst adhering to company policies and procedures.
* Support the Head Chef in training and support other kitchen staff.
* Occasionally, needing to cater for ad hoc special events. These may include 100th birthday celebrations, summer BBQ's and Christmas parties.
* To support in providing and developing a high-quality catering service to Service Users, guests, staff and visitors to the home.
* Oversee and participate in the preparation, cooking and serving of main meals, snacks, cakes and drinks in accordance with the specified menus and to a high standard and quality.
* Ensure menus are presented and displayed in such way that Service Users can understand them and make daily choices on what they would like to eat during the day.
* Ensure that meals are provided is sufficient quantities, taking into account the diets to meet medical, ethnic and personal needs and preferences.
* Check the quantity and quality of stock delivered and notify suppliers of deficiencies.
* Ensure that appropriate clothing, including head ware, is worn at all times by staff working within the kitchen area.
* Cooperate fully with statutory inspections and implement recommendations as appropriate.
* To ensure that the kitchen inventory is maintained and kept up to date and to report to the House Keeper any items that are damaged or need to be replaced.
* To ensure that all food preparation is contained within the food budget.
* To promote and maintain a professional attitude towards Service Users, visitors and colleagues.
* To inform the Head Chef of the required ordering of stock and menu planning.
* Comply with and develop risk assessments where required
* Ensure the kitchen is secure and not entered by unauthorised personnel.
* Where possible, ensure that refuse is recycled.
* To promote the Association in a positive and professional manner at all times.
* To prepare and present written reports as and when required.
* To observe for, and where appropriate, assist in resolving any signs of abuse in accordance with policies and procedures.
* To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.

**Training & Development:*** To attend regular 1 to 1’s and annual Individual Performance Planning meetings with your Manager.
* Supervising and instructing Kitchen Staff Members in the use of all equipment and hygiene procedures, and giving help and guidance where appropriate.
* Conducting basic food hygiene training for all Care Staff involved in handling and delivery of food.
* Maintaining and improving professional knowledge and competence.
* Attending mandatory training days / courses, on or off site, as and when required.

**Health & Safety:*** Ensuring statutory Health and Safety standards in the kitchen and dining areas.
* Ensure that the kitchen and serving areas are clean and maintain a high standard of infection control and adhere to the Food Standards Act 1999.
* Making certain that chemicals / kitchen equipment are used and stored correctly and safety procedures adhered to at all times.
* Assisting with the checking of equipment and food temperatures as directed.
* Ensuring all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
* Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
* Understanding and ensuring the implementation of the Home’s Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
* Reporting to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
* Promoting safe working practice in the Home.

**General:*** Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home’s Safeguarding Adult’s Policy, taking steps to protect Service Users from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home’s Management of any concerns.
* Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
* Promoting a positive personal / professional profile within the local community, ensuring the good reputation of the Home at all times.
* Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
* Notifying the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
* Ensuring the security of the Home is maintained at all times.
* Adhering to all Company policies and procedures within the defined timescales.
* Ensuring all equipment is clean and well maintained.
* Carrying out any other tasks that may be reasonably assigned to you.

****Skills/Qualifications:***** Minimum qualification of QCF/NVQ Level 2/City & Guilds 706/2 in Catering
* Food Safety Level 2/Basic Food Hygiene certificate
* Previous experience working in a busy kitchen environment
* A passion for producing fresh, home cooked food, from scratch to the highest standard
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.