



JOB DESCRIPTION

Job Title:	Cook
Company:	ClwydAlyn Housing Limited
Responsible to:	Chef
Responsible for:	Kitchen Assistants
Qualifications:	Basic Food Hygiene, Catering Qualification or relevant extensive catering experience
Date of Evaluation:	April 2018

Disclosure and Barring Service Check requirement:

Enhanced Level DBS with Barred List Check

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with vulnerable groups or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with vulnerable groups including children.

Any risks identified through the DBS check will be reviewed by the Company and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Company's DBS Policy and Procedure which can be requested from the HR Team.

1. Purpose of the Post

- 1.1 Responsible for the preparation, cooking and presentation of nutritious and attractive meals in accordance with the menus. This will include making full meals to include soups, gravies and light baking, salads, desserts and sandwiches, etc; transfer food to serving area; directs and supervises the Kitchen Assistants; assists in maintaining adequate supplies and a sanitary environment. Performs all duties in a safe and efficient manner.

2. Knowledge & Abilities

- 2.1 Has sufficient knowledge of special diets and food preparation.
- 2.2 Ability to ensure that the food is delivered to the restaurant(s) / serving areas and tenants' / leaseholders' rooms in a safe manner. Prepare any trays that may be required in an attractive and accurate manner. Ensure that left over foods are properly preserved or disposed of.
- 2.3 Ability to ensure that food supplies are received in good condition and stored correctly. All documentation required to meet HACCAP/Safer Food Better Business is recorded and retained for inspection as outlined in the scheme's policy and procedures.

- 2.4 Maintains work areas in a clean, orderly and safe condition.
- 2.5 The ability to carry out risk assessments using local policy e.g. Near Misses and Accident recording at the scheme

3. Managing Others

- 3.1 Directs Kitchen Assistants as necessary and may assist in the evaluation of their performance.

4. Working with Others

- 4.1 At times work alongside other members of staff to ensure that the residents needs are met.

5. Problem Solving / Decision Making / Innovation

- 5.1 To plan / prepare / cook nutritious and attractive meals in accordance with the menus and taking account of the seasons within the scheme's budget.
- 5.2 Ability to respond positively to resident's requests about the choice of meal they want within the scheme's budget.

6. Use of Technology

- 6.1 Ensure that equipment and utensils are in proper and safe operating condition.
- 6.2 Follow manufactures' instructions in operation and use of all equipment and chemicals i.e COSHH.
- 6.3 With the use of internal systems ensure records are maintained in line with Environmental Health requirements as well as those of the Group.

7. Budgets & Cash Handling

- 7.1 To handle any financial transactions in line with the Company's policies and procedures.

8. Unsocial Conditions / Special Circumstances

- 8.1 The actual duties will vary according to the numbers being catered for. The Cook needs to be flexible enough to test new policies and methods designed to improve the standard of care of the lifestyle of the residents and to maximise income.
- 8.2 To be able to work on a rota basis and respond flexibly to the needs of the scheme. It may be necessary to work unsociable hours.

9. Core Responsibilities

- 9.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 9.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Association.
- 9.3 To comply with the Association's Risk Management Strategy, identifying and mitigating against risk.
- 9.4 To be responsible for the application of Equality and Diversity practices in accordance with Association policy and procedures within daily operations.
- 9.5 To comply with Standing Orders, Association Policies and Procedures and to make know to Line Managers any areas which are not adequately covered.
- 9.6 To perform any other reasonable task as determined by the Manager, Director, Executive Director, Chief Executive or Board of Management.