

JOB DESCRIPTION

Job Title:	Trainee Cook
Company:	ClwydAlyn Housing Limited
Responsible to:	Scheme Manager/Chef or Cook
Qualifications:	Basic Food Hygiene or Level 1 Catering Qualification or six-months relevant experience in a relevant domestic environment
Date of Evaluation:	February 2023

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 the vulnerable 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 the vulnerable including children.

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 The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed.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

• **Purpose of the Post**

- To support in the preparation of food, making/baking of desserts, working towards Level 2 in Hospitality and Catering and a recognised management qualification, whilst also helping to maintain adequate supplies. Supports the cook/cook in charge/chef in maintaining a clean and safe working environment.

Main Responsibilities

- Completes Level 2 hospitality and catering and all other required training within the agreed period (provided).
- Cooks under supervision and with support
- Ability to ensure that the food is delivered to the restaurant in a correct, presentable and safe manner.
- Ability to assist the chef / cook/ cook in charge, ensuring that food supplies are received in good condition and stored correctly.
- Maintains work areas in a clean, orderly and safe condition. Assists in recording information/documentation that is required for the Safer Food Better Business file and internal systems (i.e. wastage)

- At all times works alongside other members of staff to ensure that the residents needs are met.
- Ability to feedback resident requests, to the chef / cook regarding menu suggestions and/or compliments and complaints.

- Ensure that equipment and utensils are in proper and safe operating condition.
- Follow supervisor and manufactures' instructions in operation and use of all equipment and chemicals i.e. COSHH.
- To handle any financial transactions under the instruction of a supervisor.
- Ability to work in a flexible manner on the scheme's rota. Some of which may be unsociable.