

## **JOB DESCRIPTION**

**Post:** Cook

**Reporting to:** Team Manager

## **RESPONSIBILITIES OF THE POST**

### **1) Principal Purpose of the Job Role**

To budget, plan and provide healthy nutritious meals to customers on a daily basis, considering cultural and dietary requirements. Ensure all health and safety, food safety and environmental health standards are achieved and maintained. You will achieve this through acting with integrity; value, respect and promote equality, diversity, dignity and inclusion.

### **2) Context**

Independence Matters provides a wide range of support services tailored to the needs of adults with learning and physical disabilities, young people in transition and older people, including people with dementia, and their families.

The post holder will work with the management team to ensure that customer's dietary requirements are met in accordance with their support plans ensuring a balanced diet is achieved whilst adhering to budgets.

### **3) Key Responsibilities and Accountabilities (*This list is not exhaustive*)**

- To plan, prepare, and cook well-balanced meals to the highest quality incorporating, cultural and dietary requirements as required by customers including allergies and dysphagia plans.
- Purchase supplies in accordance with the planned menu that reflects choice, preference, and dietary requirements of the customers.
- Work closely with the management team, to maintain the catering budget.
- Carry out good food management, temperature controls and documentation according to current Food Hygiene regulations.
- To ensure waste is controlled with regard to preparation and cooking.
- To maintain the highest standards of health, hygiene, and safety and ensure Health and Safety policies and procedures are adhered to at all times.

- To manage and control all food, to include receiving and checking stock, checking equipment and materials are used correctly.
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service, and storage are carried out properly.
- To immediately report all accidents, near misses, damage, or breakages to the Manager.
- To actively assist in ensuring a five-star food hygiene rating.
- To undertake any other tasks appropriate with the duties and responsibilities of the post
- To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively.
- Participate in team meetings and in team training where applicable.
- To comply with any reasonable request from the Manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of issue but may be changed by management to reflect changes in the role, which are commensurate with the salary and job title.

#### **4) Special Conditions**

The post is subject to the appropriate level of Disclosure and Barring check.

### **PERSON SPECIFICATION**

#### **Essential Criteria**

- Ability to carry out all aspects of the role to a high standard at all times.
- Excellent social and verbal communication skills.
- Positive attitude.
- Approachable and flexible.
- A common sense approaches.
- Must be able to work on own initiative, and with resilience.
- The ability to organise workload and multi-task.
- The ability to work without direct supervision.
- The ability to work as a member of a team.
- Excellent attendance and punctuality.
- Highly motivated with a drive to introduce continuous improvement.
- Reliable.
- ICT skills.

## **Desirable Criteria**

- Certificate in food hygiene training.
- Certificate in First Aid.
- Certificate in Health and Safety including Knowledge of COSHH regulations, safe storage and working practices.
- Willing to complete training in Allergens, dysphagia, and cultural requirements.