

ELMFIELD HOUSE.

JOB DESCRIPTION.

Job title: Cook.

Reports to: Manager and senior carers.

Responsible for: No other staff.

Qualifications required:

Level 2 in food hygiene.

Completion of all mandatory training.

Purpose of position:

To provide varied and high quality meals for all of our residents taking into consideration any personal preferences and dietary requirements.

To maintain high standards of cleanliness, hygiene and professionalism within the kitchen area.

To promote an atmosphere that is both friendly and homely at all times.

General responsibilities:

To promote a friendly and welcoming atmosphere at all times.

To respect our resident's rights to privacy, dignity and choice.

To attend and participate in regular staff meetings.

To assist with the induction of new kitchen staff as and when needed.

To keep all areas of the kitchen safe, clean and presentable.

To adhere to the daily and weekly cleaning agenda for the kitchen as specified in the kitchen cleaning folder.

To record the food temperatures daily.

To prepare and serve breakfasts daily including a weekly cooked breakfast.

To prepare and serve lunch adhering to the seasonal four- week menu and respecting individual's choices.

To prepare the teatime menu options ensuring that sandwiches are wrapped and clearly labelled.

To make fresh soup daily for the residents.

To bake cakes daily.

To be aware of individual dietary requirements and cater for these accordingly such as diabetics, allergens, soft diets, cultural requirements etc.

To participate in the decision making process of choosing suitable products and provide feedback to the manager and board of directors.

To delegate duties and responsibilities to the other housekeepers.

To conduct a weekly stock- take and create a weekly shopping list.

To rotate stock weekly when the shopping is delivered.

To label and date all food items opened.

To be aware of waste and to only cook the amount of food needed for each meal time.

To recycle tins, cans, paper, cardboard and plastic in the recycling bins and empty daily.

To empty the waste bin daily.

To read and keep up to date with the home's policies and procedures which are updated annually. You must follow and adhere to the information contained in these policies and procedures and ensure that you always work in a way promoting best practice.

To attend regular supervisions and annual appraisals as requested by the home manager.

To complete mandatory training upon induction, as well as in-house refresher training and annual updates. The manager may request you to complete other training courses if it is felt this will help you progress within your job role.

To report any concerns which you may have about our residents and other colleagues to the manager who will deal with them according to the home's policies and procedures.

To ensure that you are punctual to work and in your work duties.

To report sickness promptly (ideally the day before) and to complete a self- sickness certificate and attend a back-to-work interview before the start of your next shift. This will be conducted by the senior or manager on duty.

This is not an exhaustive description of the duties and responsibilities of a care worker at Elmfield House. The post holder is expected to carry out any other reasonable requests by the home manager.

Please read and sign that you have understood this document and that you agree to the expected roles and responsibilities of a care worker.

Name: _____

Signature: _____

Date: _____