



Role Profile

Job Title: Cook	Grade: L	Post Number: CA3467
Directorate: Housing	Job Family: Catering	Date Prepared: 01/08/07

Role reports to: Manager/Team Leader

Job Purpose:

The cook will provide well-balanced meals for the service users in the unit and where necessary meals for individuals within the community. (Working to Swindon Borough Council and Environmental Health Procedures).

Key Accountabilities:

- To be accountable to the Registered Manager/Deputy Manager. Liaising regular to contribute catering issues for ongoing improvement with the quality of the service
- Participate in the preparation and cooking of meals and snacks in accordance with specified menus
- Determine quantities to be cooked and size of portions to be served in accordance with prescribed specifications
- Maintain stock control and order supplies, checking quality and quantity of stock received,
- To be accountable for keeping records up to date and accurate, i.e. temperature controls, cleaning rotas, etc.
- Where food is provided for other establishments or individuals in the community, over see the packaging of the meals
- To ensure cleanliness in the kitchen, and that equipment and utensils are kept to a high standard and that cleaning materials used comply with COSHH Regulations
- To follow procedures in all aspects of the storage, preparation and delivery of foods, ensuring Health and Safety policies are adhered to
- To report any defects with machinery and equipment to relevant management
- Attend training courses to improve and broaden knowledge skills base and to keep up to date with current issues

Supplementary Accountabilities:

- 1.To participate in Supervisions and Appraisals
- 2.To attend mandatory training and staff meetings
- 3.To work weekends and shifts as per rota
- 4.To work in other establishments as required

<p>Job Scope:</p> <p>Number and type of jobs managed:</p> <ul style="list-style-type: none"> • None <p>Typical tasks supervised/allocated to others:</p> <ul style="list-style-type: none"> • None 	<p>Job Scope:</p> <p>Budget: None</p> <p>Assets: None</p>
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Knowledge and Experience:

- Level 3 Diploma in professional cookery or equivalent
- Experience in Food Handling and Hygiene
- Health and Safety awareness
- Knowledge of HASSAPS and COSHH
- Knowledge of dietary needs of older people

Decision Making:

- Flexible approach for menu change in emergency
- Promote and maintain Health and safety in the kitchen
- Organising of time so meals are prepared and ready by appropriate times.
- When to report issues to management.

Contacts and Relationships:

- Liaise with all staff working in the unit regarding catering issues
- Liaise with Service Users
- Develop and maintain relationships with outside suppliers and agencies
- To contact Environmental Health over concerns, for advice, and for inspection purposes.
- To work in other units when required

Creativity and Innovation:

- Work flexibly to meet the varying needs of the service users
- Duties may be required to be carried out in other community settings
- Being approachable to various situations, outside agencies, service users and families

Job Specific Competencies:

- To be literate and numerate
- To be flexible to do tasks outside of your normal duties after consultation

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's

written procedures

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your line manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

This post is subject to an enhanced CRB disclosure which will be carried out if your application is successful.

Safeguarding - Children & Vulnerable Adults

This organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

Employee Signature:

Print Name:

Date

Line Manager's Signature:

Print Name:

Date: