job description Cook

***Main Purpose of the role:***

* To support the team in the delivery of high quality, health focussed and nutritional food and safe hygiene practices, meeting all current guidelines and requirements.
* To support the residents’ health, cultural and religious needs.
* To offer a healthy choice of foods and seek feedback from the views of the patients.

***1. Duties and Responsibilities***

1. Demonstrate and maintain high standards of cooking and safe food practices to meet and exceed residents, staff and other stakeholder’s expectations.
2. Keep abreast of current trends, nutritional guidance and ensure these are put into place within the services.
3. Ensure that high levels of customer service are maintained at all times.
4. Maintaining standards of excellence for cleanliness including personal hygiene, kitchen cleanliness and safe food practices as well as relevant record keeping and documentation.
5. Accurate ordering of food provisions using pre-printed order sheets, ensuring all stock levels are checked at the time of completing orders. This is to ensure over or under ordering is avoided, to keeping costs to within budgetary requirements and to ensure food provisions are in stock for menus.
6. Ensure that stock levels are kept at agreed levels so that groceries are fresh and frozen products are used quickly and rotated in a systematic way.
7. Working and cooking using standardised recipes, taking into account nutrition, dietary requirements of individual patients as required including religious/cultural needs and special diets if appropriate. Menus are pre-determined on a 3 week menu cycle with residents.
8. Prepare functions as required, including ad-hoc teas and coffee.
9. Issue service provisions as required as part of supporting the service from week to week.
10. Assist in the annual review of COSHH and HACCP.
11. Ensure compliance with all food hygiene regulations are adhered to within the kitchen environment and in accordance with Health & Safety regulations.
12. Ensure that food is protected from risk of contamination at all times.
13. Ensure First Aid equipment is complete and in date.
14. Refuse disposal is hygienically dealt with.
15. Completing all daily and weekly HACCP records, including recording fridge and freezer temperatures.
16. Keeping records of the numbers of meals and the chosen meals residents have each day.
17. Representing the professional integrity of MHC within the purview of this post.
18. Being familiar with MHC policies and procedures and ensuring they are adhered to whilst maintaining confidentiality at all times.
19. Take action to minimise wastage at all stages of food production, keeping records and meeting standard at all times.
20. Always maintain a culture of ‘essential hygiene practices’ connected with storage, cooking and storage of food; the importance of clean, tidy and hygienic working practice such as use of knives, chopping boards, table surfaces etc. Lead by example in observing the rules concerning personal hygiene and appearance.
21. Checking deliveries on receipt ensuring that faulty items are returned, ensuring that the relevant paperwork is received and processed correctly.
22. Ensure that an effective stock rotation procedure is adhered to at all times.
23. Maintain a professional and courteous manner with all patients, staff and outside stakeholders at all times.
24. Undertake menu planning in consultation with the Registered and Deputy Manager.
25. To be responsible for the preparation, cooking and servicing of all meals, snacks, cakes, etc. in accordance with specified menus.
26. Ensure all relevant electrical equipment excluding freezers and refrigeration is turned off, especially the deep fat fryer, at the end of the day and the kitchen is left clean and tidy with the security door locked when leaving.
27. Input various information into the kitchen PC, for example, invoices, meal numbers etc.
28. Be aware and fully conversant with MHC’s infection control policy.

***2. Personal Responsibilities***

1. To maintain and update own knowledge and skills, maintain a personal portfolio, aid compliance and Clinical Governance requirements.
2. To demonstrate a continuous self-development process of educational updating to maintain your own personal knowledge.
3. To maintain awareness of current hygiene, COSHH and HACCP requirements.
4. To undertake all mandatory training and other training as required for the functions of the role.

***3. Responsibilities for Personal Development***

1. To drive forward own development plan.
2. To improve and maintain Service Quality with evidence based practice/models that meet departmental needs.
3. To participate in the development of catering effectiveness initiatives and quality improvements within the department.

***NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Catering Manager and Company from time to time, up to or at a level consistent with the principal responsibilities of the post.***

**ADDITIONAL INFORMATION**

**The following supplementary information will form part of your job description.**

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

Person Specifications Cook

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | ESSENTIAL OR DESIRABLE | ESSENTIAL OR DESIRABLE |
| EDUCATION AND QUALIFICATIONS | Intermediate Food Hygiene certificate level 2  Intermediate Food Hygiene certificate level 3 | Essential  Desirable |
| PREVIOUS EXPERIENCE | Evidence of ability to prepare meals for larger groups of people.  Evidence of understanding of food and kitchen hygiene.  Evidence of ability to implement ordering and cost control procedures.  Previous experience of work within care settings | Essential  Essential  Desirable  Desirable |
| SKILLS AND KNOWLEDGE | Ability to communicate at all levels  A flair and passion for nutritional, healthy food  Good working knowledge of current food trends and  special dietary requirements  Attention to detail  Has good I.T. skills | Essential  Essential  Desirable  Desirable  Desirable |
| Personal | Ability to use initiative and work independently and effectively.  An ability to interact effectively with staff from all disciplines.  An ability to interact with people with mental health issues.  Good Communication Skills. | Application form/interview |
| Other | Ability to accept, use and seek out supervision appropriately and effectively.  Be responsible for own Professional Development and undertake training relevant to the role. | Application form/interview |