

Job Title: Cook

Grade: Band B

Reports to: Day Opportunities Manager

Role Responsibilities: No line management or budget responsibilities

The Role

The role of Cook in our day centres will undertake a full range of responsibilities relating to the kitchen, this will include preparing menus, cooking food with good presentation, and considering and understanding the dietary needs of customers to ensure their menu choice also has options. The cook will need to provide meals for those with SALT requirements that have been given by a health professional.

The Cook will undertake relevant health and safety checks of the fridge and other equipment. This is to ensure we are working towards a five-star food and hygiene rating and food & safety standard. The Cook will take orders from the customers and staff if required in the morning. This will involve handling money and cashing up at an end of a day completing relevant paperwork for the Service Manager. The Cook will need to work with Service Manager or assigned personnel to ensure the food shop for the service is done prior to running out of ingredients. The Cook must work with the service to ensure the food shop is within budget. The Cook is responsible for preparing and serving meals, washing up and leaving kitchen clean and tidy.

Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

Duties and Responsibilities

- To provide for special diets and special functions, where necessary.
- To carry out associated cleaning duties
- To advise with the food shop when required
- To assist with maintaining all the necessary systems and checks to provide a safe and healthy environment.
- To ensure the correct, safe, and economical use of equipment, organizing annual servicing as required.
- Write up and review risk assessments.
- To report equipment faults in timely manner
- Regenerating cook/chill food and to serve in accordance with food Hygiene and Handling regulations.
- Maintaining hygiene standards in the kitchen and dining room.
- Monitoring temperatures of chiller and refrigerator.
- Ordering shopping, supplies and recording use of supplies, processing spends and invoices as appropriate, in line with budget requirements.
- Supervising customers, providing support where appropriate.
- Such other duties as may reasonably be required from time to time and which are appropriate to a job of the same or, exceptionally, lower grading and within the competence of the employee.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

Person specification – Key Skills and Competence

- Food Hygiene/Health certificate or equivalent by experience through catering and training.
- Experience of working in a kitchen or catering environment, preparing food for large groups of people with varying dietary needs.
- Knowledge of diet and nutritional needs.
- Knowledge of health and safety issues affecting the workplace.
- Working to relevant guidelines and quality standards.
- Good communication skills.

Our Values



Caring

Supporting others with care, compassion, and positive engagement.



Excellence

Working efficiently and innovatively to achieve excellence.



Teamwork

Working together to achieve our common goals.



Integrity

Being open and having the courage to do what is right