

JOB SPECIFICATION

Job Title: COOK

Responsible to: Domestic Bursar

Establishment:

Brief description of the job:

The role of the Cook involves being responsible for all aspects of catering within the establishment. It is about making sure the kitchen produces attractive food to a high nutritional standard for a range of meals and occasions. The role also involves managing other catering staff. It therefore draws upon a range of practical skills, requires a sound knowledge base and, not least, the ability to relate to colleagues and the young people who live here.

JOB DESCRIPTION

Main Duties and Responsibilities:

- 1 To attend for work reliably and punctually.
- 2 To attend any training as required and take part in a positive manner.
- 3 To know where Cambian policies are kept and to be aware of and follow their contents.
- 4 To be observant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness, hear about or suspect.
- 5 To ensure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cambian policies.
- 6 To plan menus in advance, ensuring full dietary needs of the students and implementing programmes put forward by dietician and Senior Care staff.
- 7 To prepare, cook and attractively present meals according to set standards, in order to provide a well-balanced nutritional menu. This includes catering for visitors and special occasions.
- 8 To be responsible for the effective operation of the kitchen. This includes drawing up staff rotas and making suitable arrangements for times when you are not on duty but the kitchen continues to operate.
- 9 To ensure that all regulations relating to food preparation, cooking and storage are complied with.
- 10 To ensure adequate stock of appropriate provisions. This will involve ordering in good time from approved suppliers, checking deliveries and invoices and monitoring the catering budget.
- 11 To ensure that kitchen equipment is safe to use, maintained in working order and securely stored when not in use.

- 12 To monitor and maintain a high standard of kitchen environment, paying particular attention to cleanliness/hygiene; safety; damage/wastage; tidiness and good order.
- 13 To ensure that all records are maintained in the required format with legible and timely entries.
- 14 To ensure that other catering staff comply with the required standards of hygiene and dress.
- 15 To monitor routines and practices and address difficulties and areas for development in collaboration with the Assistant Cook.
- 16 To develop effective working relationships. This involves ensuring that you work effectively with others and contribute to improving the work of the team. This involves jointly planning and carrying out work with other people. You must be willing to give and receive constructive feedback aimed at developing the quality of relationships and team performance.
- 17 To contribute to good communication by (i) checking communication books, notice boards, diaries and your pigeon hole every time you are on duty to check for information you and your team need to know; (ii) attending meetings as required and; (iii) making sure you inform other people of things that are likely to be useful to them in their jobs.
- 18 To manage the supervision and appraisal of Assistant Cook and Domestic Assistants, contributing to developing their knowledge and skills. This will involve helping individuals to identify and address their training needs, assessing the performance of staff against set standards, giving feedback and providing coaching and mentoring to ensure a high standard of service delivery.
- 19 To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.
- 20 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

The contribution you make by doing this job:

The health and welfare of the young people is of enormous importance and, by carrying out the duties and responsibilities of this job description, you will be contributing to the quality of life and the success of the establishment and Cambian. You can also make a real difference to life at the establishment through the way you deal with students, other staff and visitors.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

Knowledge

- 1 Knowledge of health and safety requirements in a catering environment
- 2 Knowledge of principals of managing other staff
- 3 Knowledge of records required to comply with catering regulations

Skills and Abilities

- 4 Ability to attend work punctually and reliably

- 5 Ability to work effectively in situations where a number of tasks need doing in a short timescale and needs may change at short notice.
- 6 Ability to plan and implement nutritious and varied menus to meet the dietary requirements of all students
- 7 Ability to prepare and serve attractive, sufficient hot and cold food for regular meals and special functions
- 8 Ability to safely use a range of catering tools and equipment
- 9 Ability to supervise the work of Assistant Cook and Domestic Assistants (catering) to ensure efficient and safe practice
- 10 Ability to maintain positive relationships with students and staff whilst working in a busy environment to promote a friendly environment
- 11 Ability to follow laid down schedules and procedures as well as willingness to suggest changes to improve systems
- 12 Ability to lift and move objects in line with health and safety guidelines
- 13 Ability to communicate effectively, including ability to complete reports
- 14 Ability to deal with external visitors in a welcoming and helpful manner
- 15 Ability to maintain appropriate levels of confidentiality

Qualifications

- 16 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff
- 17 Relevant qualification in food preparation and cooking or catering and hospitality at NVQ level 3
- 18 Current First Aid at Work certificate – 4 day (May be achieved in post)

Experience

- 19 Experience of implementing a safe system of working with tools, equipment and hazardous materials
- 20 Experience of menu planning to meet dietary needs and provide nutritional balance
- 21 Experience of supervising and appraising other employees effectively
- 22 Experience of working effectively as part of a team
- 23 Experience of successful work in a commercial catering environment

Jobholder _____ Signed _____ Date _____

Manager _____ Signed _____ Date _____

