Senior Cook Job Description

**Job Title:** Cook

# Service: Meadow View/Low Laithes

**Responsible to:** Group Chef Manager/Senior Sous Chef

# Brief description of job:

Based at Meadow View or Low Laithes, this post requires an organised individual to cook food to support the daily catering service for People we Support, colleagues and visitors.

# KEY RESULT AREAS:

Managing Service Delivery

1. Attend work reliably and punctually.
2. Ensure Food Safety, Food Information and Health and Safety Regulations and standards are strictly adhered at all times in line with the Group’s Health & Safety policies and procedures.
3. Fully adhere to the Group’s values, policies and procedures.
4. Prepare safe, appealing and nutritious meals in accordance with menus, recipes and specialist diets on a daily basis and for special events throughout the year.
5. Ensure full compliance with HG Safe Working Practice for Catering Kitchens (HACCP) and COSHH policy. Ensure all required tasks are completed in the kitchen Food Safety Diaries and the Kitchen Management folders are maintained in accordance with the HACCP.
6. Maintain the high standards in the kitchen environment, specifically hygiene, cleanliness and tidiness in line with regulations and the Group’s policies and procedures.
7. Monitor kitchen routines and practices and report difficulties to Group Chef Manager, Senior Sous Chef/Sous Chef or Senior Cook.
8. Maintain a safe working environment by appropriately monitoring and maintaining kitchen equipment. Report faults immediately following the correct procedure.
9. Assist in ensuring quality customer outcomes for the People We Support, led by choice, preference and needs of the individual. This includes ensuring dysphagia needs and food allergies/intolerances are met at all times in line with individual plans issued by Care Managers.
10. Responsibility for use of the tills and cash transactions in accordance with procedures in place.
11. Embrace continuous personal development to enhance knowledge and ability by attending training as agreed.
12. Maintain good working relationships with all colleagues and anyone else using the catering service. You must be willing to give and receive constructive feedback aimed at developing the quality of relationships and performance.
13. To attend meetings as required and check notice boards daily to actively find information. There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality.
14. Support people who use our services alongside their support staff in their experience of using the catering service, promoting independence and choice.
15. Support with special events throughout the year such as theme days and work overtime if requested.
16. Contribute to the design and review of menus, offering new ideas and recipes.
17. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

# Health & Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation and as required by Hesley Group policy and guidance) 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 by completing regular and planned risk assessments, 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 managing a safe and secure environment for everyone including people who use the service, staff, visitors and members of the public.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

**The contribution of this role:**

This role is key to ensuring the delivery of a service to individuals that is:

* safe, compassionate and effective
* that is of high quality and that provides the best outcomes achievable for the people we support
* that provides customer satisfaction.

**This organisation is committed to the protection and safeguarding of adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure in respect of the Adults workforce.**

Prepared by Human Resources Department: Date: November 2024

Jobholder: .................................... Signed: .................................. Date: .............................

Manager: ..................................... Signed: ....................................... Date: ............................