

### JOB DESCRIPTION

<b>Post title</b>	Cook - Homes of Older People
<b>Division / Section</b>	Social Care Performance
<b>Department</b>	Health and Social Care
<b>Responsible To</b>	Senior Cook

### PURPOSE OF JOB

- To assist the Senior Cook to support the delivery of care by providing a catering service which meets the nutritional and dietary requirements and choices of service users within the legislative framework for catering services

### MAJOR TASKS

- To assist the Senior Cook to ensure the provision of a nutritionally based catering service which meets service user's needs and choices (45%)
- To supervise other kitchen staff within the policy framework laid down by the Council in the absence of the Senior Cook – 10%
- To assist the Senior Cook to ensure all activities associated with a catering service meet the requirements laid out in health and safety and food hygiene regulations (45%)

### JOB ACTIVITIES

#### SERVICE DELIVERY

- To assist the Senior Cook to consult with service users and staff with regard to menu planning
- To assist the Senior Cook to prepare menus to meet service user's nutritional and dietary needs and choices
- To liaise with the Departmental Catering and Dietetics Adviser with regard to menus and individual service users nutritional needs as required
- To determine quantity of goods and supplies and order using the Oracle system in the absence of the Senior Cook
- To prepare, cook and serve meals, respecting service users and their dietary needs with regard to choice ethnicity and particular difficulties e.g. dementia

- To work with the Senior Cook to liaise with the Registered Manager/Business Support Manager and assist with any measure of service quality e.g. seek feedback from service users
- To be responsible for completing the weekly spreadsheet and forward to Business Support Manager.
- To assist care staff with the preparation and delivery of celebratory/other events e.g. service user's birthdays and fundraising events
- To report any issues of concern regarding the food delivery service including food orders to the Depute or Manager in the absence of the Senior Cook

## **STAFFING**

- Undertake the day to day supervision and guidance of the Catering Assistants in the absence of the Cook
- To report any issues of concern to the Senior Cook
- In conjunction with the Depute, plan rotas for the delivery of a safe and consistent catering service in the absence of the Cook
- In conjunction with the Depute, handle any issues of performance within the kitchen staff team in the absence of the Senior Cook
- To allocate duties on a daily basis as required to the Catering Assistants
- To supervise health and safety of other staff (including agency staff) working in the kitchen when on duty

## **SERVICE STANDARDS**

- To assist the Senior Cook to ensure and maintain excellent hygiene standards through an effective cleaning programme
- To assist the Senior Cook to ensure the effective maintenance and security of kitchen equipment
- To ensure the kitchen area meets environmental health requirements on a daily basis and to report any defects to the Senior Cook
- In the absence of the Senior Cook be responsible for overseeing the rotation of stock and that all legislative requirements are met with regard to the safe storage of food
- To communicate with suppliers, Environmental Health Officers, Health and Safety Executive as required in the absence of the Senior Cook

## **OTHER DUTIES**

- To attend staff meetings as required
- To undertake training as required for personal health and safety and the health and safety of others including adult protection and dementia awareness
- To support the care home as required
- To undertake the appropriate duties which fall within the remit of the post as requested by a senior manager
- To adhere to the standards of conduct as laid out in the SSSC Codes of Practice.

## **SUPERVISION / MANAGEMENT OF PEOPLE**

Responsible for the day to day supervision of:

- Catering Assistant 2-4 FTE in the absence of the Senior Cook (dependent on size of home)

## **CREATIVITY AND INNOVATION**

Work largely regulated by procedures however creativity may be required in the following areas:

- Assist the Senior Cook to generate creative menus to meet service user need
- To keep up to date with best practice
- With the Senior Cook and care staff promote ways to encourage service user involvement in menu planning and choices

## **CONTACTS**

Post holders are expected to build positive working relationships with all levels of care staff in order to fulfil the requirements of the post to deliver a meal service to vulnerable service users.

- Regular contact with service users for the purpose of determining choice and feedback on the catering service.
- Regular and frequent contact with Managers and the Dietetics and catering manager to meet changing dietary requirements and assure quality.
- Contact with suppliers, environmental health officers and other external contractors is less frequent but essential to fulfil the duties of the post.
- Service users
- Care staff
- Catering and Dietetics Adviser
- Suppliers
- Environmental Health Officers
- Care Inspectorate Officers

## **SUPERVISION RECEIVED**

- Directly supervised by the Senior Cook in line with Departmental Policy.

## **DECISIONS (discretion)**

- Day to day decisions with regard to food hygiene, legislation and Departmental Policy and Procedure
- Decisions regarding Health and Safety at Work in the absence of the Senior Cook.
- Allocation and prioritising of workloads and duties of other kitchen staff in the absence of the Senior Cook

## **DECISIONS (Consequences)**

Decisions made may impact on individual service users, other staff members and the quality of the service. E.g.

- Menu planning to meet individual requirements.
- Temperature setting to meet food hygiene requirements.
- Prioritisation of tasks of others and workload.

## **RESOURCES**

- Day to day responsibility for all resources used to discharge the service in the absence of the Senior Cook e.g. knives, kitchen equipment, stocks of food.

## **ENVIRONMENT**

### **1. Work demands**

- Post holder will work to a shift pattern
- Flexibility to meet service users changing needs
- Meeting agreed timescales for the ordering and preparation of food
- Meeting service users nutritional and dietary requirements and expectations via a pre planned and agreed menu

### **2. Physical**

- Normal physical effort is required on a regular basis
- Manual handling of food supplies and heavy pots/pans
- Use of sharp and potentially dangerous equipment e.g. knives, heater, cookers etc.
- Regular standing

### **3. Working conditions**

- Exposure to moderate hot/humid environment for over 20% of the time
- Communication with people who may display aggressive behaviour
- Potential of exposure to infection

### **4. Work context**

- Demand led service dependant on service users requirements and may be subject to change.
- Imperative to meet all legislative requirements at all times
- Safe practice essential with use of equipment to ensure the health and safety of self and others
- Requirement to practice as set down in the S.S.S.C. Codes of Conduct for Social Services workers

## **KNOWLEDGE AND SKILLS**

1. Qualification required - Recognised qualification in catering and/or hospitality services.  
Certificate in food hygiene expected

1.1. Knowledge and skills

- The legislation on related regulations and guidance pertaining to the delivery of a safe food and catering service
- Written, verbal and interpersonal skills
- The National Care Standards and S.S.S.C. Codes of Practice
- Ability to prioritise and take decisions about personal time management
- Knowledge of nutritional needs of older people
- Basic computer skills
- Ability to cook and deliver a meal service
- Dementia awareness
- Knowledge of Department Health and Safety and associated policies and procedures
- Knowledge of the Policies and Procedures pertaining to the Protection of Vulnerable Adults
- Ability to supervise
- Good organisational skills