**JOB DESCRIPTION**

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| **Post Title** | Cook |
| **Responsible to** | Registered Manager |
| **Place of Work** | Robins Residential & Short Breaks Home, Dartington |
| **Responsible for** | N/A |
| **Hours** | 22 Hours |
| **Grade** | S4 – S6 (£10.18 - £10.59 per hour) |
| **Main Purpose of Job** | |
| * To provide a varied and nutritious diet, taking in to account special dietary and religious requirements of the children and staff who attend Robins and to communicate menus to the young people in line with their needs. * To manage the food budget in conjunction with the homes Registered Manager. * Maintaining the highest standards of hygiene. * All staff at Robins are expected to work as a team member with the responsibility to ensure the safety, physical, emotional, social welfare and development of the children and young people is maintained and high professional standards are achieved. | |
| **Responsibilities** | |
| * To prepare, cook and serve homemade lunches and evening meals offering choice for up to 25 people. * To prepare and manage a selection of healthy snacks for our young people. * Produce seasonal menu plans. * Ensure that dietary needs are met fully including but not exhaustive, gluten free, vegetarian, pescatarian, religious, allergies and preferences working alongside all support staff and management to include all daily requirements. * To work alongside support staff and management to support young people in their dietary needs, to try new foods and broaden their nutritional intake. * Source fresh ingredients through a variety of providers and manage the delivery of items into the home. * To work within the principles of safer food better business, be responsible for kitchen auditing and health and safety. * To ensure that all kitchen risk assessments are completed and that there is a HACCP plan in place for all food coming into the home. * To support our homes ethos in helping us to celebrate through food for example producing celebratory party teas. * Maintain an outstanding level of health and hygiene within the kitchen, maintaining our current rating of 5 within all the current requirements and standards of Environmental Health. * Control systems of food allocation to minimise wastage. * Manage use and allocation of additional catering staff including use of agency staff where required. * To supervise other catering staff in order that all standards are met. Ensuring that all catering staff are trained within the requirements of current legislation. * To maintain the kitchen equipment, as specified by respective manufacturers including scheduling deep cleaning when needed in conjunction with the Registered Manager. * Prepare catering reports for the Registered Manager as required. * To work alongside support staff in encouraging our young people’s interest in cooking and supporting the work we do with life skills. * Order food in conjunction with the homes need, producing purchase orders in conjunction with financial procedures, whilst managing the homes budget alongside the Registered Manager. * Conduct quarterly price comparisons with a range of providers, taking into consideration, quality, value for money, controlled delivery and sourcing. Including liaising with sales representatives in order to obtain best possible prices. * Ensure adherence to agreed budgets, conduct inventories to ensure adequate supplies. * To attend and report at staff meetings as required. * Undertake training as necessary to remain compliant with all mandatory training requirements ensuring your continuous professional development and training supports best practice in the role and meets appraisal objectives. * To actively promote the ethos of the centre and Lifeworks in general. * Ability to work effectively within a team to achieve the desired objectives. * Awareness of role boundaries. * Carries out other work commensurate with position as required.   **This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the postholder and their manager.**  **Job descriptions should be reviewed at least annually at the appraisal meeting.**  **The post holder’s duties must at all times be carried out in compliance with the Company’s policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equal Opportunities Policy and the Health & Safety Policy.** | |

**PERSON SPECIFICATION**

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

Minimum required standard E = Essential, D = Desirable

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| **Criteria** | **E/D** |
| **Knowledge/Qualifications** | |
| * Level 3 or 4 in Food Safety * NVQ Level II Food Preparation or equivalent * Will have knowledge of Health & Safety Legislation * Will have some knowledge of the statutory requirements concerning equal opportunities and safeguarding children. * Are deemed suitable to work with children, in-line with current legislation and Lifeworks policy and procedure for ‘Safer Recruiting’. | E  E  D  D  E |
| **Skills** |  |
| * Confident, empathic, caring and friendly manner * Ability to work alongside other roles in delivering good quality wholesome foods. * Excellent communication skills * Ability to carry out duties in a professional manner * Flexible approach * Able to work from own initiative. * Good all round team player * Willingness to support and promote the charities wider activities | E  E  E  E  E  E  E  D |
| **Experience** |  |
| * Previous experience of managing a kitchen * Previous experience of writing and delivering a basic homecooked menu planner. * Previous experience of young people with learning difficulties * Previous experience in a similar housekeeping role * Previous experience of managing a budget | D  D  D  E  D |
| **Key Contacts** | |
| **Internal:**  **External:** | |