



COOK

Job description and person specification



Job description – Cook

Reporting to the – Home Manager

People responsibility - Direct reports = 0

Work Location - The Sandford Nursing Home

Summary of role:

This role plays an integral part in the Sandford nursing home which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- To Oversee ordering, purchasing and invoices of all kitchen supplies, keeping within planned budgets
- To be aware of Health and Safety requirements within the kitchen and that all staff adhere to accepted principles
- To ensure all food stuffs are stored, prepared and cooked correctly. Using within prescribed period and usage dates, adhering to food hygiene principles and practices
- To Discuss and plan 4 weekly rolling menu with Manager, considering accepted dietary requirements of individual clients
- To be aware of dietary needs, respond to individual requests and comments regarding food and menus.
- To plan cleaning schedule for kitchen.
- To ensure kitchen and equipment are kept in good working order and cleaning schedule adhered to by all staff.
- Active involvement in preparation of cooking of food and cleaning of kitchen area.

Additional responsibilities:

- **Financial responsibility:**
Food supply budget responsibility working with the Home Manager
- **Health and Safety:**
In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety

Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy “Health & Safety Responsibilities”.

- Responsible for ensuring that all of the Group’s Health and Safety policies and procedures are fully implemented and adhered to.
- Attend an annual Fire Lecture
- Attend an annual Manual Handling course
- Comply with all Health and Safety policies and procedures

➤ **Data Protection:**

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Cook:

- A team working ethos with exceptional collaboration skills which motivate and inspire.
- Able to communicate, support the organisation’s priorities, culture and purpose.
- The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A strong commitment to Equality, Diversity and Inclusion.
- Ability to work at pace.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Experience working as a team and independently
- Organisation and planning skills
- Computer literate, including a good working knowledge of Microsoft office
- Ability to always demonstrate discretion and confidentiality.

Additional specialist skills and qualifications to be successful in this role:

- To hold a current and suitable food hygiene certificate Level 2 or higher (Essential)
- Minimum of 2 years’ experience within a working kitchen (Essential)
- Food preparation (Essential)
- 1 years’ experience of kitchen management (Essential)
- Experience of managing a team (Essential)

Training and Development:

In line with our Group values ‘Own it, improve it, Live it’ you will receive a role specific training plan to support you in the role of cook.

You will be required to complete continuous professional development, to further support your role and the Group.

