

Housing Plus Group
Job profile and person specification

Role title	Cook	Date	May 2025
Reports to	Home Manager	Version	1

Main accountabilities: List in order of priority, the major activities, or functions necessary to achieve the job's end results.

1	<ul style="list-style-type: none"> To oversee ordering, purchasing and invoices of all kitchen supplies, keeping within planned budgets
2	<ul style="list-style-type: none"> To be aware of Health and Safety requirements within the kitchen and that all staff adhere to accepted principles.
3	<ul style="list-style-type: none"> 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.
4	<ul style="list-style-type: none"> To discuss and plan 4 weekly rolling menu with Manager, taking into account accepted dietary requirements of individual clients.
5	<ul style="list-style-type: none"> To be aware of dietary needs, respond to individual requests and comments regarding food and menus.
6	<ul style="list-style-type: none"> To plan cleaning schedule for kitchen
7	<ul style="list-style-type: none"> To ensure kitchen and equipment are kept in good working order and cleaning schedule adhered to by all staff.
8	<ul style="list-style-type: none"> Active involvement in preparation of cooking of food and cleaning of kitchen area.

Financial responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.

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 Supervisor / Line Manager and/or Trade Union Representative / 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".

Role Specific responsibilities example

- 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

People responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility.

Direct reports	Indirect reports	Total employees

Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities:
Project Management related to role activity – managing change, implementation of new systems

Essential
/Desirable

Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.

1	Qualifications:	
	<ul style="list-style-type: none"> To hold a current and suitable food hygiene certificate (Level 2 or higher) 	E

2	Relevant Experience:	
	<ul style="list-style-type: none"> • Minimum of 2-year experience within a working kitchen • Experience working as a team and independently. • Experience of managing a team • Minimum of 1 year experience of kitchen management 	E E E E
3	Skills and Abilities:	
	<ul style="list-style-type: none"> • Food preparation • Organisation and planning skills • Computer literate, including a good working knowledge of Microsoft Office products • The ability to demonstrate discretion and confidentiality at all times 	E E E E
4	Customer service and quality focus:	
	<ul style="list-style-type: none"> • A commitment to and understanding of good customer service • Builds and maintains customer satisfaction with the services offered by Care Plus. 	E E
5	Thinking Style:	
	<ul style="list-style-type: none"> • To be able to solve problems through creative solutions. • Develops fresh ideas that provide solutions to all types of workplace challenges. • Is able to weigh up ideas regarding positive and negative impacts, risk and resources. 	D D D
6	Communicating:	
	<ul style="list-style-type: none"> • Excellent written and verbal communication skills 	E
7	Planning and Organising:	
	<ul style="list-style-type: none"> • Ability to plan and allocate tasks • Ability to present and organise arrangements for kitchen planning 	E E
8	Personal Motivation and Commitment:	
	<ul style="list-style-type: none"> • To have a proactive and innovative approach to work • To be a motivated self-starter. 	E E
9	Team Working:	
	<ul style="list-style-type: none"> • Earns others' trust and respect through consistent honesty and professionalism in all interactions. • Influences others to be excited and committed to furthering the organization's objectives. • Enables cooperative and productive group interactions. 	E E E
10	Equality and diversity:	
	Values diversity and shows commitment to equality of opportunity	E
11	Special Requirements:	
	<ul style="list-style-type: none"> • This post does require the post-holder to carry out duties of a physical nature other than light lifting. These could include one or more of the following: • Manual Work i.e: the moving of food deliveries using appropriate support aids may at times be required. 	E

Further relevant information

Enhanced DBS check will be required for this role

To work on a rota basis which will include weekends, bank holidays

Training Plan

Mandatory training	Role related training	Person Specific training
GDPR Awareness	Food hygiene	
Fire Awareness	Manual handling	
Safeguarding Awareness		