

Job Title: Cook
Location: Parkhaven Trust, Maghull
Accountable to: Housekeeping Co-ordinator
Hours of work: To be discussed at interview
Rate of Pay: From £13.57 per hour

Job purpose: To prepare and provide a suitable variety of meals which recognise the preferences of service users and are appropriate to the needs of the individuals within the designated service. To manage the day-to-day operation of the kitchen, within the designated budget, and to supervise and train staff to maintain the highest levels of food hygiene.

DUTIES AND RESPONSIBILITIES

1. To ensure service users are treated with dignity and respect at all times and to respect their right to privacy and dignity.
2. To create menus in consultation with the manager which ensure a well balanced, nutritious and varied diet, which take account of medical, ethnic and personal needs.
3. To ensure that individual specific diets are catered for and that service users are able to exercise choice within the menu; e.g. diabetic, renal, soft diets.
4. To oversee and participate in the preparation, cooking and serving of food in accordance with the agreed menu.
5. To ensure that highest standards of hygiene and health and safety are maintained in the kitchen and dining rooms.
6. To ensure that food handling, cleanliness, health and safety, risk assessments and all procedures required within the meal preparation area are documented as required by 'Safer food better business'.
7. To ensure that the quality and quantity of stock received is appropriate and undertake monthly stock checks.
8. To manage and maintain the agreed budget, in conjunction with the service manager.
9. To report immediately to the Shift leader any illness of an infectious nature or accident incurred by a service users, colleague or visitor.
10. To respect the confidentiality of service users and act in accordance with the provisions of the Data Protection Act 1998, including the use of social networking systems.
11. To report any concerns regarding possible abuse of service users immediately to a senior manager.
12. To report any accidents, incidents, verbal concerns or complaints raised by the service user or visitors in accordance with Trust policy.

13. To contribute to the maintenance of a pleasant, hygienic, healthy and safe environment.
14. To ensure that staff, service users and visitors comply with Trust Health and Safety Policy.
15. To carry out general administration duties in accordance with organisational and service requirements.
16. To attend and take part in staff meetings, (minimum of 6 per year).
17. To work flexible as required, days or nights.
18. To undertake any training and development necessary for the effective delivery of your responsibilities.
19. To undertake any other duties within the scope of your ability.
20. To comply with all reasonable requests of the line manager and carry out any other tasks as reasonably instructed by management.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

General Statements:

Confidentiality

All information relating to service users and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Trust Values

All staff are expected to uphold the principles and standards of the Trusts values of Kindness, Caring and Excellence. Which supports and helps build a culture of trust within the workplace. Every decision an employee makes should be aligned with our values.

Continuous Improvement

We are continuously improving services and all members of staff employed by the Trust are expected to play an active role in the development and improvement of services to the benefit of service users.

All employees are required to participate in an annual appraisal and any associated training and/or learning opportunities.

Data Quality

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

Equality, Diversity and Human Rights

The Trust is committed to providing equality of opportunity, anti discriminatory and anti oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

Health and Safety

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

Infection Control

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is the business of everyone employed by the Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

Other

You may be required to undertake work in other locations within the Trust as determined by the duties of your post. The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.

Person Specification:

| Post Title: | Cook | | |
|-----------------------|--|------------------|------------------|
| | | Essential | Desirable |
| Qualifications | Relevant Vocational Qualification QCF level 2, Hospitality and Catering | X | |
| | Relevant Vocational Qualification QCF level 3, Hospitality and Catering | | X |
| | Hazard Analysis Critical Control Point (HACCP) system. | | X |
| Knowledge | Knowledge of Health and Safety and food hygiene | X | |
| | Understanding of dietary requirement appropriate to the service user group | X | |
| Experience | Experience of preparing food in a residential or community setting | | X |
| | Improving quality | X | |
| Attitude | Flexibility | X | |
| | A desire to continue learning new job related skills | X | |
| | Self-aware and takes responsibility | X | |
| Other | Satisfactory DBS check | X | |



Parkhaven Trust

• *Kindness* • *Caring* • *Excellence*

Established 1888