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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Cook |
| **Unit** | Assisted Living |
| **Responsible To** | Assisted Living Manager |
| **Responsible For** | - |
| **Salary** | £10.00 per hour |
| **Hours of Work** | Flexible |
| **Role Category** | Frontline Worker |

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| **Job Requirements** | |
| **Essential** | * Previously experience cooking food for larger numbers * Work as part of a team and on your own. * The ability to plan an imaginative meal planner to accommodate most tastes * Qualification in food hygiene * A broad understanding of allergens and food allergies * Good verbal and written communication skills * Satisfactory DBS check |
| **Desirable** | * Experience of working in a professional kitchen * Health and Safety knowledge * Qualification in catering |

# Job Purpose

To plan, prepare and cook a service of meals for residents of the Abbeyfield Assisted Living complex.

To ensure the service is well stocked in order to provide these meals and to prepare homemade refreshments including, cakes, biscuits and a light supper.

To be aware of food waste and budgetary expenditure at all times.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* In full co-operation with the House Manager, to plan, cook and serve a varied menu for residents in an assisted living environment.
* To be mindful of individual residents needs and requirements for example, Vegetarian/Vegan diets, diabetics and soft diets.
* To be responsible for clearing up as you go after any meal preparation and service and to use the equipment to assist you, for example the dishwasher loading and un-loading, wipe down work surfaces, sinks and sweep the floor.
* To schedule in a regular monthly deep clean process and delegate aspects to the kitchen team
* To limit the amount of people who have access to the kitchen while any food preparation is being undertaken for the purpose of cross contamination and infection control and to ensure that non-kitchen members of the team wear white jackets before entering the kitchen area
* To be ensure all relevant policies and procedures are followed at all times.
* To ensure the kitchen meets any regulations for Food Standards and Environmental Health at all times and complete the necessary paperwork in line with procedure.
* To be responsible for food ordering and stock control and any food bought on behalf of residents
* To attend required training for the role, and to ensure all your mandatory training needs are up-to-date, In this regard it is essential that the post holder is available to attend Fire Safety Training held annually
* To attend team meetings and work as part of a larger team
* To contribute to any catering needs on special days, for example Christmas, birthdays or themed events.
* To assist the manager in covering sickness and holidays when possible.
* To communicate with residents and staff on any menu changes when possible
* To familiarise yourself with fire evacuation and procedure, operation of fire alarms, appliances and escape and rescue procedures and to assist the support team should an evacuation be required

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Chief Operations Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees |