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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Supper Cook |
| **Unit** | Cornwell House |
| **Responsible To** | Home Manager or senior care team leader on shift |
| **Responsible For** | - |
| **Salary** | Mon-Fri £8.91ph Sat-Sun £9.00ph |
| **Hours of Work** |  |
| **Role Category** | Frontline Worker |

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| **Job Requirements** | |
| **Essential** | * Previous experience relevant to the role * Well organised attitude with ‘can do’ approach * An understanding of older people’s issues * Satisfactory DBS check |
| **Desirable** | * Experience of providing meals for large quantities * Qualification in Food Hygiene |

# Job Purpose

To prepare a light and appetizing supper for our residents working in accordance with the head cooks meal plans and the managers requests.

To ensure the kitchen is left in a clean and well-presented manor after food service

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

**Main Duties**

* To support the Home Manager/Cook and kitchen team to provide a light supper in the evening for the residents living within our facilities
* To prepare, cook and serve meals as part of the planned service for the day
* To ensure that before or after using any equipment the correct procedures have been followed, for example all cutlery must be rinsed of food before loading into the dish washer.
* To be ensure all Food Hygiene and Health and Safety regulations are met and all relevant policies and procedures are followed at all times in line with Environmental Health requirements
* To work as part of a team and on your own merit
* To attend required training for the role, and to ensure all your mandatory training needs are up-to-date
* To attend team meetings as and when required
* To assist the Cook in cleaning jobs both daily and weekly schedules, for example cleaning down fridges and freezers on occasion, ensuring bins are taken out and appropriate food labeling has been completed
* To serve supper on a presentable tray for residents who request supper in their rooms as they may be unable to come down to the dining room.
* To work with the supper team to present the food nicely and at the correct temperature
* To contribute when necessary to special occasions, for example Christmas, Summer Fayres, Birthdays etc.
* To be able to respond swiftly but within limits when necessary when a resident refuses to eat the food prepared and you may need to offer an alternative.

**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 Site Manager, Chief Operating 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 |