

## JOB SUMMARY

<b>Post Title</b>	Assistant Cook						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	04	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	SD04
<b>Service Area</b>	Community Well-being and Social Care						
<b>Line Manager</b>	Assistant Manager						
<b>Location</b>	The Adelaide Resource Centre						

**Job Purpose**

The Assistant Cook is responsible to the Cook in Charge within the Home, providing catering facilities for up to 13 clients. Three meals are served daily (including Saturday and Sunday) to cater for the needs of the client. To provide this service, the Assistant Cook deputises for the Cook in Charge to provide a continuous service during days off, holidays and periods of absenteeism.

- Job Context**
- Assist with the preparation of the menus and to prepare and cook meals, ensuring the maintenance of adequate stock levels of food and sundries. Meeting with residents/staff to discuss the dietary needs which could be medical or cultural.
  - Follow day to day adherence to the Environmental Health Regulations assisting with Risk Assessments, temperature logging and food storage. Ensuring that proper standards of cleanliness are adhered to regarding kitchen utensils and equipment within the designated area; with the responsibility for reporting mechanical defects and the need for repairs as they arise
  - Attend Health & Safety training, including Lifting and Handling and ensure the correct observance of safety regulations and safety procedures generally. Reporting to the Manager all incidents including accidents whether they are to the clients or staff during the period of duty
  - To be familiar with the procedures to be followed in the event of the fire alarm and to be agreeable to attend the Home occasionally to take part in fire drills for which appropriate payments will be made.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	Proven ability to arrive to work on time and be flexible on the days of the week worked to meet operational need.	<b>E</b>	
	Effective time management and working flexibly to cater for special meals for birthdays, events, or celebrations.	<b>E</b>	
	Proven ability to be self-motivated and work unsupervised as well as part of a team.	<b>E</b>	
Awareness and understanding of the customer's needs.	Excellent knowledge of special dietary requirements for people and the ability to prepare foods to minimise	<b>E</b>	

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	<p>contamination of allergens.</p> <p>Excellent knowledge of basic nutritional value of food groups. Using this knowledge able to prepare food that provides high nutrition and is balanced.</p>	<b>E</b>	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<p>Experience of working in a professional kitchen preparing and cooking meals for large groups.</p> <p>Proven ability to keep records required for food hygiene and food standards agency.</p> <p>Demonstratable ability to advise support staff on the correct storage and preparation of food.</p>	<b>E</b> <b>E</b> <b>E</b>	
Safe and competent use of relevant equipment / tools.	<p>Experience of working in a professional kitchen with the ability to use kitchen appliances.</p> <p>Proven ability to identify faults with kitchen appliances and organise replacement or repair.</p> <p>Proven ability to ensure that the fridge and freezers are clean and working properly through temperature recordings.</p>	<b>E</b> <b>E</b> <b>E</b>	
Knowledge of relevant health and safety procedures.	<p>Proven ability to ensure that food is stored correctly and safely.</p> <p>The post holder must follow health and safety procedures to ensure that the kitchen is a safe working environment.</p> <p>Post holder must hold the Food Hygiene level 2 qualification.</p> <p>Demonstratable ability to follow the homes procedures specifically related to health and safety and infection control.</p>	<b>E</b> <b>E</b> <b>E</b> <b>E</b>	
Ability to communicate clearly to build trust both one to one and with groups.	Experience communicating with the team to plan meals and encourage the residents to participate in meal planning.	<b>E</b>	
Ability to follow processes, carry out	Proven ability to complete records required for food hygiene and food	<b>E</b>	

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and review procedures, record and monitor information accurately.	standards agency.		
Basic literacy and numeracy.	Demonstratable ability to complete menu's, recordings and communicate with suppliers to order food within a cost-effective budget.	<b>E</b>	
Practical knowledge of ICT systems.	Proven ability to use outlook and word.		<b>D</b>
Able to maintain accurate records as and when required.	Demonstrable experience completing recordings related to food hygiene such as food temperatures and fridge/freezer temperatures.	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.			<b>D</b>
GCSE level qualifications or equivalent experience	Level 2 in Food Hygiene	<b>E</b>	
	Maths, English and ICT		<b>D</b>
<b>Other Requirements</b>			
<i>Enhanced DBS</i>			
<b>Organisation Structure</b> <ul style="list-style-type: none"> <li>• Director of Adult Social Care &amp; Housing Needs / Assistant Director</li> <li>• Service Manager / Nominated Individual</li> <li>• Internal Homes Team Manager</li> <li>• Registered/Deputy Manager</li> <li>• Assistant Manager</li> </ul>			