

Cook Job Description

Job Title: COOK

Establishment:

Responsible to: Hotel Services Manager/Chef Manager

Brief description of the job:

The role of the Cook involves being responsible for all aspects of catering within the service. It is about making sure the kitchen produces attractive food to a high nutritional standard for a range of meals and occasions. The role also involves managing other catering staff. It, therefore, draws upon a range of practical skills, requires a sound knowledge base and, not least, the ability to communicate, understand people's needs and build positive relationships with people using the service and your colleagues.

Key Result Areas:

- 1 To plan and implement menus that provide a good standard of nutrition and are enjoyable.
- 2 To provide meals that meet individual dietary, health, cultural needs and preferences wherever possible, in line with person centred assessments of care.
- 3 To attend any training as required and take part in a positive manner.
- 4 To follow the Hesley Group Code of Conduct for all staff and work in line with company policy.
- 5 To be observant and do everything possible to protect people who use our services and others from abuse of any kind, e.g. physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness, hear about or suspect.
- 6 To work in a non discriminatory manner and uphold people's rights to be treated with dignity and respect, as set out in law and by Hesley Group policies.
- 7 To prepare, cook and attractively present meals to a good standard in order to provide a well-balanced nutritional menu. This may on occasion include catering for visitors and special occasions.
- 8 To be responsible for the effective operation of the kitchen. This includes drawing up staff rotas and making suitable arrangements for times when you are not on duty but the kitchen continues to operate.
- 9 To ensure that all regulations relating to food preparation, cooking and storage are complied with.
- 10 To ensure adequate stock of appropriate provisions. This will involve ordering in good time from approved suppliers, checking deliveries and invoices and monitoring the catering budget.
- 11 To ensure that kitchen equipment is safe to use, maintained in working order and securely stored when not in use.

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- 12 To monitor and maintain a high standard of kitchen environment, paying particular attention to cleanliness/hygiene; safety; damage/wastage; tidiness and good order.
- 13 To ensure that all records are maintained in the required format with legible and timely entries.
- 14 To ensure that other catering staff comply with the required standards of hygiene and dress.
- 15 To monitor routines and practices and address difficulties and areas for development in collaboration with the Assistant Cook.
- 16 To develop effective working relationships. This involves ensuring that you work effectively with others and contribute to improving the work of the team. This involves jointly planning and carrying out work with other people. You must be willing to give and receive constructive feedback aimed at developing the quality of relationships and team performance.
- 17 To contribute to good communication by (i) checking communication books, notice boards, diaries and your pigeon hole every time you are on duty to check for information you and your team need to know; (ii) attending meetings as required and; (iii) making sure you inform other people of things that are likely to be useful to them in their jobs.
- 18 To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe environment for people who use our services.
- 19 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and it's objectives.

The contribution you make by doing this job:

The health and welfare of the people using our services is of enormous importance and, by carrying out the duties and responsibilities of this job description, you will be contributing to the quality of life and the success of the establishment and Hesley Group. You can also make a real difference to life at the establishment through the way you deal with people who use our services, other staff and visitors.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.

Prepared by Human Resources Department Date: 18/09/13

Jobholder Signed Date:

Manager Signed Date: