

## Home Support Cook – Job Description

**Job Title:** HOME SUPPORT COOK

**Service:** Wilsic Hall School

**Job purpose:**

The job involves providing attractive meals to a high nutritional standard for young people and occasionally visitors. The role also requires cleaning and managing health and safety requirements of a working kitchen.

**Key result areas:**

**Person Centred**

- 1 You will plan, purchase and prepare food for me with the support of your manager.
- 2 You will work together with my Support Worker to make sure my meals are as I want and need them.
- 3 You will involve me in planning my meals, with help from my Support Worker if needed.
- 4 You will help me to be as independent as I can be in preparing my own meals.
- 5 You will make sure you communicate with your colleagues and people who are important to and for me to ensure my needs are best met.
- 6 You will develop a positive relationship with me so that we could work together to help me improve my cooking skills.
- 7 You will work together with my Support Worker to make sure that my meals are planned even when you will not be here.
- 8 You will help support staff to improve their cooking skills so when you are not here my meals still meet my needs.

**Quality Driven**

- 1 You will ensure that my environment is kept at a high standard of hygiene and cleanliness. You will do this by:
  - Ensuring records are completed clearly and promptly.
  - Following agreed work schedules.
  - Working to agreed standards, including relevant Health and Safety legislation.

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**Policy Document No: Per 1.1.1**

- Communicating with Support staff to ensure that my kitchen is safe and clean at all times.
- You will not waste materials or equipment so that money can be spent on more important things.
- On occasion you will prepare food for people who are important to me or to Wilsic Hall School.
- You will be suitable qualified and trained, will follow best practice and will have a commitment to learning.

**Outcome Focused**

- 1 You will prepare food for special occasions and events, such as birthday parties, fun days.
- 2 You will be available to receive my food shopping and make sure it is put away and stored safely.
- 3 Where appropriate, you will support any environmentally friendly ways of working such as growing my own vegetables.

**Keeping People Safe**

- 1 If you are concerned about me you will feedback, record and share to the appropriate people.
- 2 Because you are working where I live, you must take extra care with cleaning materials and equipment, making sure I can't get to these things so I don't hurt myself.
- 3 You must follow and have an awareness of relevant Health and Safety, food hygiene and infection control regulations to make sure I am safe.

Please note, you will be expected to carry out, as and when required any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

**Health & Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation and as required by Hesley Group policy and guidance) 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 by completing regular and planned risk assessments, 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 managing a safe and secure environment for everyone including people who use the service, staff, visitors and members of the public.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

## Equal Opportunities

You will ensure all have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Hesley Group policies.

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

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Children's/Adult (delete as needed) Workforce.**

Prepared by Human Resources Department ..... Date: 13/02/2020

Jobholder: ..... Signed: ..... Date: .....

Manager: ..... Signed: ..... Date: .....