



# Role Profile

## Cook – Three Days (alternate weekends)



**Salary: £ 9,893.57 – 16.5 Hours per week – 9 – 2.30pm**

### Job Purpose

Provide fresh, homemade meals for our tenants. Deliver high quality, varied, nutritional and safe food within our new enhanced sheltered housing scheme in Heathfield for people over 60 years, ensuring a high tenant satisfaction level.

### Key Responsibilities

- Plan, prepare and cook tenants' meals from the agreed menu considering personal preferences and dietary requirements. All tenants are to be offered at least three choices per day
- Cater for special occasions and themed events with additional guests
- Keep the kitchen, store areas and dining room in a clean and hygienic condition. Follow cleaning procedures and schedules in accordance with Environmental Health standards and those expected by the Kitchen Manager
- Ensure the correct use of all equipment and products in line with risk assessments and COSHH
- Maintain all records concerning food safety
- Document orders and deliveries to enable stock control to be checked and audited
- Regularly seek tenants' feedback to monitor their satisfaction with the menu and quality of the food provided
- Achieve and maintain a 5\* food hygiene rating
- Attend staff meetings when appropriate and be available for one-to-one sessions, as agreed
- Maintain confidentiality
- Champion safe working practices as laid down by the Health and Safety at Work Act
- Understand and observe all relevant regulations and policies, and procedures
- Deputise for the kitchen manager when required

## Knowledge required to undertake the role

### Essential

1. An experienced & competent Cook.
2. Customer-focused
3. A relevant food hygiene certificate with a strong knowledge of health and safety and food safety legislation
4. Consistently demonstrates scrupulously high personal hygiene standards and appearance to promote a professional and efficient catering operation
5. Understand older people's nutritional requirements and how a good diet can positively impact their well-being, lifestyle, and life quality
6. Ability to plan and execute multiple work tasks in a highly organised manner, adhering to timescales

### Desirable

1. Experience in the use of RATIONAL Self Cooking Center<sup>®</sup>
2. Previously worked in services for older people

## Competencies

- **Customer Focus** - Puts the customer first. Works hard to meet their needs
- **Team Working** - Develops effective relationships, both internal and external
- **Results Driven** - Gets results and tackles demanding tasks
- **Fact-Finding** - Knows where to obtain information
- **Resilient** - Remains calm and self-controlled under pressure. Reacts well to change
- **Organisation** - Organises own time effectively and creates their own work schedules