



# Role Profile

**Cook / Kitchen Manager**

**Four Days (alternate weekends)**



**Salary: £ 17,623.32 – 26 Hours per week - 8 – 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. Developing menu plans and managing the kitchen/dining room and its staff to create a high tenant satisfaction level.

## Key Responsibilities

- In consultation with tenants and staff, develop healthy balanced menus with choices that reflect our tenants' needs and preferences
- 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
- Order supplies and implement a system of stock rotation and control
- Keep the kitchen, store areas and dining room in a clean and hygienic condition. Develop cleaning procedures and schedules in accordance with Environmental Health standards and those expected by the Scheme Manager
- Ensure the correct use of all equipment and products in line with risk assessments and COSHH
- Maintain and supervise the completion of 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
- Manage an agreed catering budget and achieve value for money on all purchases
- Understand and observe all relevant regulations and policies, and procedures
- Achieve and maintain a 5\* food hygiene rating

### **Management and Supervisory responsibilities**

- Create an open, inclusive, friendly, and responsive culture within staff teams and tenant relationships.
- In partnership with the scheme manager, recruit potential kitchen staff. Upon appointment, ensure the appropriate induction and support of new staff in the kitchen
- Lead, motivate and support the kitchen staff team, ensuring they are clear about their duties and responsibilities

- Provide effective and regular supervision to your team; identify and meet their training needs, and promote the best performance
- Complete staff rotas ensure the department is appropriately staffed
- Attend staff meetings when appropriate and be available for one-to-one sessions, as agreed
- Maintain confidentiality
- Promote diversity and inclusivity; uphold and promote equal opportunities in service delivery
- Champion safe working practices as laid down by the Health and Safety at Work Act

## Knowledge required to undertake the role

### Essential

1. An experienced & competent Cook. Can demonstrate high productivity levels whilst maintaining the utmost quality of provision and customer service.
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
7. Ability to manage and supervise a team in the provision of meal service

### Desirable

1. Experience in the use of RATIONAL Self Cooking Center<sup>®</sup>
2. Previously worked in services for older people
3. Level 3 supervisory food safety in catering
5. City & Guilds 706-3 Kitchen Larder and Pastry, or equivalent qualification

## 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