

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Cook  
**REPORTS TO:** Senior Care Officer  
**DEPARTMENT:** Adult Social Care & Health  
**SECTION:** Older Peoples Services

### **PURPOSE OF JOB**

The Assistant Cook is part of a team that plan, order and prepare varied, nutritious and appetising meals for service users as part of the care offered to them. Taking account of people's individual dietary needs including special diets, cultural and religious needs.

To direct Kitchen Assistants, as appropriate, in the preparation of food, safety and hygiene standards.

### **PRINCIPAL ACCOUNTABILITIES**

- To freshly prepare and cook meals to a high standard for service users and staff within the establishment using fresh ingredients that meet their individual needs.
- To direct and monitor the Kitchen Assistants as appropriate in their undertaking of duties within the kitchen area.
- To ensure that others within the kitchen environment adhere to hygiene legislation and health and safety and food safety procedures.
- In the absence of the cook to order and purchase food in line with the establishments purchasing arrangements.
- To complete the necessary documentation in regards to cleaning schedules, monitoring of food temperatures, stock control and deliveries using the council's approved methods.
- To be responsible with others for maintaining a clean and hygienic environment for food preparation including following a cleaning schedule.
- To ensure kitchenette's within the establishment have appropriate levels of stock so that service users have access to drinks and snacks whenever they wish.

- To attend mandatory training and refresher courses as required. To develop own knowledge and skills through attending regular supervisions and training sessions as identified through a Personal Development Plan.
- To uphold the Councils policies for anti discriminatory practice and equality of opportunity including the Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to your job.

You will be consulted about any proposed changes.

**PERSON SPECIFICATION**

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**CRITERIA**                    **ESSENTIAL CRITERIA**

Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none"> <li>• Certificate in Basic Food Hygiene / willingness to undertake it.</li> <li>• Knowledge of health, hygiene and safety policies and practices.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of catering for large numbers of people with a variety of dietary and diverse needs using fresh ingredients</li> <li>• Experience of ordering food and other supplies</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Ability to work well as part of a team as well as using own initiative</li> <li>• Ability to communicate effectively particularly with vulnerable service users with diverse needs</li> <li>• Ability to work to tight timetables to meet the changing needs of the service and to plan ahead</li> <li>• Resourceful and flexible approach to work situation</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equality and to be able to carry out duties in accordance with the Councils Equalities Policy.</li> </ul>