



November 2016

1. JOB IDENTITY

Post Title:	Assistant Cook	Service:	Health & Social Care
Section:	Adult Care	Grade:	Technical Operative E
Reports to:	Facility Manager		

2. JOB PURPOSE

- Undertake the planning, preparation and serving of meals within the care home in collaboration with other staff

There is a requirement to work variable shift patterns including weekends, evenings and day times

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Plan, prepare and serve meals
- Undertake direction of kitchen staff in the absence of the cook
- Responsible for safe working practices within the kitchen and maintenance of hygiene and Health and Safety in the kitchen
- Responsible for the ordering of supplies
- Participate as part of the overall caring team, in support for individual residents

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills

Desirable:

- Formal Catering qualifications
- Food Hygiene Certificate

5. EXPERIENCE

- Desirable:**
- Experience of cooking in a commercial kitchen
 - Experience with modern food preparation equipment
 - Experience of catering specifically for older people
 - Experience of menu planning, stock control and working to budgets

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good numeracy and literacy skills
 - Good verbal and written communication skills
 - Ability to work to timescales and work under pressure without compromising efficiency or safety
 - Ability to use initiative and be flexible in approach
- Desirable:**
- Awareness of the 'Person centred' approach in relation to Health & Social Care
 - Awareness of nutritional considerations in older people
 - An understanding of relevant legislation in relation to Food Hygiene and Health & Safety in the workplace

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable for this post
Politically Restricted	Not applicable for this post