



October 2018

1. JOB IDENTITY

Post Title:	Cook	Service:	Health & Social Care
Section:	Adult Day Care / Residential	Grade:	Technical Operative F
Reports to:	Care Home Manager / Co-ordinator		

2. JOB PURPOSE

- Manage the operation of the kitchen facility to provide healthy, nutritious meals and snacks whilst maintaining hygiene, health & safety

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 and prepare meals
- Direct and supervise kitchen employees
- Ensure hygiene and safe working practices within the kitchen
- Order supplies being mindful of cost
- Maintenance of records for food temperatures and cleaning procedures
- Participate as part of the caring team in overall support for residents

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
 - Willingness to undertake relevant training
- Desirable:**
- Formal catering qualifications
 - Food Hygiene Certificate

5. EXPERIENCE

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

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good numeracy and literacy skills
 - Awareness of the importance of integrity, confidentiality, diplomacy and tact
 - Good verbal and written communication skills
 - Understanding of the relevant legislation in relation to Food Hygiene and Health and Safety in the workplace
 - The capacity to cope with physically demanding work
 - Awareness of nutritional considerations in relation to older people
 - Ability to organise and prioritise workloads in order to achieve deadlines
- Desirable:**
- Awareness of person centred approach in relation to Health and Social Care

7. ADDITIONAL REQUIREMENTS

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