

Sheffcare Limited

Job Description

Post Title: Cook

Grade: Sheffcare Limited

Accountable to: Senior Cook

Responsible for: Domestics deployed in the kitchen

Purpose of the Job:

To promote and adhere to the workplace values of Sheffcare:

- Care will be delivered with compassion, dignity and respect, putting the person at the very heart of care delivery
- We ensure our care is safe, effective, individualised and is continually monitored and improved to meet new standards
- We actively value the contribution of all our staff and volunteers through recognition, training and development

To prepare and cook meals according to a planned programme.

To order food for future meals.

To ensure hygiene standards are maintained in food preparation.

SPECIFIC DUTIES AND RESPONSIBILITIES

- 1 To be aware of and work within company policies and procedures.
- 2 To undertake the planning of menus taking account of different dietary needs, both medical and cultural, in consultation with residents and managers.
- 3 To be vigilant with regard to standards of health and hygiene both personal and in relation to the kitchen and report any areas of concern to the senior cook/management team.

- 4 To order, receive and check the quality and quantity of provisions delivered and report shortages and poor quality goods to management.
- 5 To maintain the stock control system.
- 6 To ensure that all food and non-foodstuffs are hygienically and securely stores away.
- 7 To check and record fridge and freezer temperatures, clean and defrost fridge and freezer.
- 8 To cater for special functions e.g. birthdays, festive season and unit parties.
- 9 To participate flexibly in rotas and routines as required by the company.
- 10 To attend and participate in staff meetings and support systems.
- 11 To participate in staff development, including induction and to attend company training.
- 12 To receive supervision from senior cook.
- 13 To undertake any other duties applicable to the grade and purpose of the post.
- 14 Any other reasonable request made by a member of the management team.