

<b>Job title:</b>	Cook
<b>Responsible to:</b>	Senior Cook
<b>Holiday/Sickness Relief:</b>	Cooks

## Purpose of the Job

Sheffcare is a charity aiming for everyone to have a good day every day through:



- To promote and work within our values.
- To prepare and cook meals according to a planned programme.
- To follow safe working practices and make sure hygiene standards are maintained.
- To work within our Code of Conduct / Behaviour Charter.

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## Specific Duties & Responsibilities

- To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
- To help create meal plans whilst considering the Residents' preferences, medical and cultural dietary requirements and needs.
- To maintain hygiene and safety requirements and report any concerns to the senior cook or management team.
- To order, receive and check the quality and quantity of provisions delivered and report shortages and poor quality goods to management.
- To maintain the stock control systems in place.
- To correctly store all produce and kitchen equipment.

- To check and record freezer and fridge temperature and defrost and clean these when required.
  - To cater for special functions such as parties or festive seasons.
  - To understand and comply with fire precaution procedures and health and safety regulations.
  - To participate in meetings, reviews, staff development and 1:1s as required within charity policies.
  - To buddy new staff.
  - To participate flexibly in rotas and routines as required by the charity.
  - To attend and fully participate in training as required by the charity.
  - To perform any other tasks that fit your role.
  - To complete any other reasonable tasks assigned by the management team
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### **Person Specification**

- Be adaptable to changing priorities
- Have 1 year of relevant experience in a similar setting
- Be able to collaborate effectively with others
- Have an understanding of food safety regulations
- Have good time management and organisational skills
- Be willing to learn and develop
- Be approachable and able to connect and empathise with others

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**