

Job title:	Senior Cook
Responsible to:	Registered Manager
Holiday/Sickness Relief:	Cook

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 supervise staff members in the preparation of meals.
- To follow safe working practices and make sure hygiene standards are maintained.
- To monitor the provisions budget.
- To work within our Leadership Charter.

Specific Duties & Responsibilities

- To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
- To 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 management team.
- To order, receive and check the quality and quantity of provisions delivered, and monitor the provisions budget.
- To report provision shortages and poor-quality goods to the supplier or management team.
- 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 provide supervision to the cooks.
 - To understand and comply with fire precaution procedures and health and safety regulations.
 - To participate in meetings, reviews, staff development, appraisal and supervision as required within charity policies.
 - To participate as required in recruitment, selection, induction and training programmes for all kitchen staff, in accordance with agreed charity procedures.
 - To buddy new starters.
 - To participate flexibly in rotas and routines as required by the charity.
 - To attend and fully participate in training as required by the charity, including completion of the staff induction programme.
 - To perform any other tasks that fit your role.
 - To complete any other reasonable tasks assigned by the management team
-

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 extensive knowledge 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.