

## Sheffcare Limited Job Description – Cook

Post Title	Cook
Responsible to	Senior Cook
Holiday and Sickness Relief	Domestic Assistants deployed in the kitchen

### **Purpose of the Job**

To promote and adhere to the workplace values of Sheffcare:

- Kindness
  - Dignity
  - Respect
  - Independence
  - Choices
- 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.

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### **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 regarding 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.