

## Assistant Cook

**Reports To:** Kitchen Supervisor

**Grade:** B

**JD ID:**

**Supervises:** No one

### Main Purpose

- Work closely with the Kitchen Supervisor in the preparation of nutritional food to a high standard, taking special dietary needs into account.
- Have a clear understanding of the food consistencies medically required by different residents, why these are important and how to achieve them.
- Be able to follow guidelines and processes to prepare menus as planned by the kitchen supervisor.
- Contribute to ideas around seasonal menu design.
- Observance of Health and Safety Requirements with particular regard to maintain a high standard of hygiene at all times in accordance with appropriate Food Hygiene Regulations using "Safer Food Better Business Manual"
- Perform the above independently in the absence of the Kitchen Supervisor

### Duties

1. Open up and close kitchen and conduct appropriate checks.
2. Prepare or assist with the preparation of nutritious lunchtime and evening meals ready for care staff to collect at required meal times following the pre- set menu and recipes.
3. Probe all protein when cooked and record temperature.
4. Complete and archive kitchen documentation in a timely and accurate manner.
5. Provide a consistent supply of desserts for residents.
6. Ensure correct labelling of foodstuffs.
7. Order provisions from approved suppliers as required.
8. Check in stock maintaining relevant records.
9. Ensure correct storage, rotation and labelling of foodstuffs.
10. Carry out washing up / loading of dishwasher.
11. Ensure kitchen area is kept clean and tidy at all times including the cleaning of all kitchen equipment, floors and surfaces and record on cleaning schedules.
12. Maintain adequate supplies of kitchen consumables/disposables and cleaning materials at all times.
13. Ensure at all times that the kitchen area conforms to Health and Safety Standards.
14. Assist Kitchen Supervisor in completion of monthly kitchen audits.
15. Attend House Meetings.
16. Attend Mandatory training as and when required.

### WORKING RELATIONSHIPS AND CONTACTS

**Internal:** Directors, Managers, nurses and support workers

**External:** Care Quality Commission (CQC), Social Services, Health & Safety Executive

### CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Martha Trust policies, procedures and practices, and to maintain at all times the Christian ethos and values of the organisation, ensuring, as far as possible, that all activities within the work setting are consistent with those values.

## **CONFIDENTIALITY**

The post holder must ensure that any information relating to employees (future, current and past) or Service Users is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

## **HEALTH AND SAFETY**

The post holder must be familiar with Martha Trust Health & Safety policies and guidelines as well as their legal responsibilities. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety, and that of others affected by their work.

## **INFECTION CONTROL**

To ensure full compliance with infection prevention and control policies and procedures; through assuming responsibility for your own infection prevention and control practices and reporting potential risks and / or poor practice to the Infection Prevention and Control Link or the Head of Care Services.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Basic Food Hygiene certificate NVQ 1 or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Intermediate Food Hygiene certificated level 3 or equivalent</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Health &amp; Safety practices</li></ul>	<ul style="list-style-type: none"><li>• Food Hygiene practices</li><li>• Cleaning practices</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working in a team</li></ul>	<ul style="list-style-type: none"><li>• Working to deadlines</li></ul>
<b>Technical Work-based Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>General Skills/Attributes</b>	<ul style="list-style-type: none"><li>• High personal standards</li><li>• Willingness to be flexible with duties and working patterns when necessary</li><li>• Respect for the Christian ethos of the Trust</li><li>• Able to work on own initiative and with minimum supervision</li><li>• Ability to work as part of a team and promote harmonious relationships</li><li>• Ability to develop an effective rapport with residents and relatives</li></ul>	

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

Signed by Employee

Date

Signed by Manager

Date

Signed by Human Resources

Date