

COOK

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

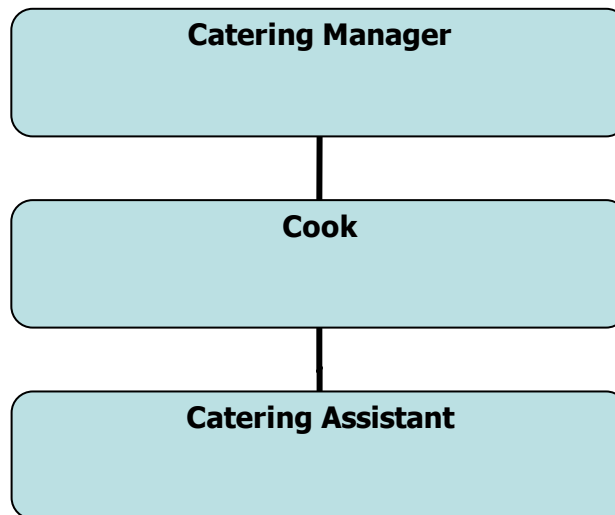
Section 2 **Person Descriptor**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Cook	
Department: HSCP	Section: Residential, Day Care and Respite
Reports to: Catering Manager	Grade: 4
Job Position: SW2249	Gauge Reference:
2. JOB PURPOSE The Cook will form part of the Catering Team within a Care Home and Day Centre for older people. The post holder will assist the Catering Manager with the day to day operational requirements of the kitchen. Duties will include, food preparation and service of all foods. Ensuring that the cleaning, maintenance and checking of equipment is completed and relevant paper work is recorded and reported as required.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: Assist the Catering Manager with monitoring expenditure and taking necessary action to ensure financial obligations are met. To have knowledge of councils financial procedures and policies. Staffing Direct: Supervision of Catering Assistants Staffing Indirect: Modern apprentices.	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

The role of the Residential, Day Care and Respite Services is to support, care for and protect older people by providing services designed to promote the dignity, safety and independence of the older people who use our services.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Assist in the provision of a high quality, residents and client focused service which meets the key objectives, financial targets and performance standards of the Residential, Day Care and Respite Service.
- Ensure a high quality service is provided that meets resident and client expectation and requirements.
- Prepare and cook meals and snacks. Contribute to the menu planning process.
- Comply with operational procedures and work instructions.
- Ensure operations are carried out in compliance with Health & Safety, COSHH and Food Safety Regulations (Cooksafe).
- Assist with the procurement of supplies and services.
- Ensure the storage and rotation of stock is managed effectively and that security of the kitchen and storerooms is maintained at all times.
- Receipt of deliveries into the appropriate storage rooms, cupboards, etc.

- Preparation of transported meals including the packing/ unpacking and loading/unloading of food containers whilst ensuring that all legislative procedures are adhered to.
- Ensure setting up and clearing away of dining equipment and tables, cleaning of the kitchen and the surrounding area and equipment.
- Ensure regular checks of kitchen equipment are completed in accordance with specified procedures and ensure all equipment is kept in a hygienic and safe working order compliant with relevant regulations.
- Ensure all waste in kitchen and dining area is appropriately disposed of, encouraging and complying with any recycling or similar activities carried out within the establishment.
- Maintenance of procedures and documentation and ensuring that appropriate record keeping and returns are made as required.

7. PROBLEM SOLVING

The post holder will require to identify and implement a range of solutions to minor day to day problems associated with the catering service.

8. PLANNING

The post holder will at times be required to organise own work load and that of others on a daily basis. This will include prioritising work and delivering services on time, organising the day-to-day smooth running of the unit and associated processes.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder will attend formal and ad-hoc meetings with the Catering Manager as required to discuss current operational issues and actions required.

Annual objectives will be agreed with the Catering Manager as part of regular supervision and yearly PDP process.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

The development of effective working relationships is critical to the delivery of key outcomes for the role. These relationships include:

Internal communications and working relationships:

Communications will involve interaction with residents and clients, Care Home Manager and staff, Care at Home staff,

External communications and working relationships

Environmental Health Officers, Care Inspectorate, Fire Service in respect of achieving the aims, objectives and targets set for the service.

11. DECISION MAKING

The post holder will be required to make decisions in line with established practice. Supervision and guidance will be available.

12. MOST CHALLENGING PART OF THE JOB

Responding effectively to service issues and challenges whilst ensuring service delivery meets the needs and expectations of residents and clients.

13. GENERAL

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

Disclosure/PVG membership: Yes - Adults

In the line with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Authority requires you to declare all convictions defined as unspent in terms of the act as the post is classified as an 'excepted post'. Prior to any offer of appointment the council will undertake a PVG check.

Politically Restricted Post: Not applicable to this post.

14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport
Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy
- Skills Passport B – WDC Employee Passport
Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

- Manual Handling
- Maintenance and safe use of equipment
- Safe use and storage of Chemicals (COSHH)
- Supervisory Skills
- Health & Safety Basics
- Elementary Food Hygiene
- Computing skills
- Food and Nutrition Legislation

Post Descriptor Prepared by: Manager

Date: May 2024

SECTION 2: PERSON DESCRIPTOR

	Essential	Desirable
	Qualifications	
	REHIS Intermediate Food Hygiene	
	City & Guilds 706/1&2 or SVQ2 or equivalent	REHIS Food & Nutrition Certificate
	Training	
	Moving and Handling.	
	Effective literacy and numeracy skills.	
	Adult Support and Protection awareness	
	Dementia awareness.	
	Evidence of Continuing Professional Development	
	Knowledge and understanding of current/changing legislation relating to the post	
	Experience	
	Relevant experience in catering position	
	Experience of working in a customer focused environment.	
	Knowledge and Skill	
	Ability to plan daily/weekly activities	
	Good leadership skills and a proven ability of motivating and encouraging teamwork to achieve results.	
	Ability to communicate effectively both written and verbally	
	Good analytical judgement and decision making skills.	
	Demonstrate thoroughness and attention to detail.	
	IT skills.	
	Disposition	
	Well mannered, pleasant and well presented.	
	Ability to meet challenges with innovative solutions	
	Ability to lead on own initiative and work as part of a team.	

	Customer focused with a positive, can-do attitude.	
	Self motivated	
	Will be required to attend staff meetings and training as required	
	Must be able to work a shift pattern which includes weekends.	
	Must adhere to Dress Code policy.	