

FALKIRK COUNCIL

JOB DESCRIPTION

Section A *Job Definition*

❖ Job Title	Cook
❖ Service	Social Work
❖ Section	Care Homes for Older People
❖ Location	Various
❖ Current Grade	C

Section B *Reporting to*

Resource Centre Manager, Senior Staff & Cook

Section C *Supervisory Responsibility*

Assistant Cooks – 1

Kitchen Assistant – 1

Modern Apprentice - 1

Section D *Job Purpose*

To be responsible for all activities in a Care Home Kitchen.

Ordering, preparing, and serving meals and management of stock and equipment.

Section E *Main Duties and Responsibilities*

1. Provision of food, including preparation and cooking of food, menu planning and portion control. Preparing meals for persons with specific dietary requirements.
2. Organisation and supervision of meal delivery.
3. To be aware of and carry out the regulations laid down by Health and Safety and Environmental Health at Work, including Cooksafe reports.
4. Ensuring maintenance of equipment.
5. Ordering supplies and control of budgets with senior staff involvement.
6. To take reasonable care of their own health and safety. To ensure that the Service's responsibilities in relation to Health and Safety are achieved by implementing, promoting and monitoring safe working practices and ensuring compliance with safety regulations and the Corporate and Service Health and Safety Policy.
7. To draw up menus in regular consultation with service users and management.
8. Any other cooking duties that the manager shall determine e.g. seasonal activities

2.

Section F *Knowledge Skills and Experience*

- 1. Cooking Healthy eating and dietary needs.**
- 2. Impart catering knowledge and skills to other staff involved in the kitchen.**
- 3. Intermediate Food Hygiene.**
- 4. Large scale catering.**
- 5. Good general education.**

Section G *Communications and Contacts*

Internal – With all service users, relatives, other professionals, and staff team.

External Suppliers

Section G *Special Features in Post*

To have an understanding of the diverse dietary needs of older adults

Reviewed 7/11/12