FALKIRK COUNCIL
JOB DESCRIPTION

SECTION A **Job Description**

Job Title: Cook

Service: Adult Services

Location: Housing with Care Dorrator Court

Grade: Band D £14.39 Hourly

This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG Scheme membership.

SECTION B **Organisational Relationship**

The postholder will be responsible to the Manager, Assistant Manager and Senior Social Care Workers

SECTION C **Job Purpose**

Provision of nutritious meals for older individuals with complex care needs. Management of a kitchen, catering staff and budget.

SECTION D **Key Responsibilities**

1. To draw up menus on a regular basis in consultation with residents, and staff. To be aware of all dietary needs within the Housing with Care Building
2. To prepare, cook and bake for residents.
3. To take responsibility for catering budget, stock system and orders.
4. To manage catering staff.
5. To ensure all aspects of Cooksafe regulations are effectively in place within the service.
6. To be aware of and carry out the regulations laid down in the Health and Safety at Work Act.
7. To take responsibility for ensuring that a healthy and safe working environment exists for all employees and service users as appropriate to their role.

SECTION E **ACCOUNTABILITY**

To Social Work Housing with Care Manager

SECTION F **KNOWLEDGE, SKILLS, EXPERIENCE**

The postholder must hold a catering qualification and/or Intermediate Food Hygiene certificate. Experience of planning and compiling menus.

SECTION G **COMMUNICATION AND CONTACTS**

Staff, Service Users, Contractors, Suppliers, Property Maintenance.

SECTION H **ENVIRONMENT**

Based within Residential Homes