

BIELD HOUSING & CARE

POST TITLE

Cook (Retirement Plus)

RESPONSIBLE TO

Manager: Retirement Plus

RESPONSIBLE FOR

Not Applicable

Contacts

Internal

Tenants, Manager and other locally based employees, casual workers and volunteers. Area Service Team, Housing Allocations Team, Tenancy Sustainment Team, Asset Management Team and colleagues in Care Services, HR, Finance, ICT and Strategic Support Services.

External

Food suppliers, Visitors to Development and others acting on behalf of tenants/residents

MAIN PURPOSE OF POST

To be responsible for the provision of a flexible meals service, offering high quality, freshly prepared meals and value for money to tenants in a retirement plus service.

To assist with the ordering, purchasing and storing of food commodities working within the food budget.

To ensure all food hygiene and health and safety standards set by Bield and where appropriate outside regulators are met and actively promote such standards within the development.

MAIN DUTIES OF THE POST

1. On a daily basis prepare, cook and serve meals to the tenants as part of a team.
2. To undertake one to one and group consultation meetings with tenants with regards to their individual needs and preferences, in accordance with procedures
3. To prepare menus in consultation with the tenants; being aware of each tenants special cultural, dietary and health needs relating to our client group, and undertake necessary changes of the food preparation.
4. To order and store provisions and maintain the corresponding monitoring forms.
5. To maintain income and expenditure receipts in accordance with Bield's procedures.
6. To ensure the kitchen equipment and surrounding area is maintained to a high standard of cleanliness in accordance with food safety and health and safety standards.

7. To undertake periodic cleaning tasks with respect to equipment used within the kitchen.
8. To provide advice to new staff, casuals and volunteers on food safety and health and safety standards whilst working in the kitchen and related areas
9. To advise the Manager of any observed concerns regarding tenants in relation to the meals service.
10. To participate in day to day staff communication, staff meetings and training.
11. To undertake any other duties as directed by the Manager.

July 2016

	Essential / Desirable
1. Skills / Abilities	
This section specifies the skills and abilities the postholder must have to perform satisfactorily.	
An interest in working with Older People and an understanding of their needs.	Essential
To be able to plan, prepare, cook and deliver the meal service.	Essential
Ability to maintain high standards of hygiene within the kitchen/dining areas.	Essential
Communication skills to be able to assist older people, deal with visitors to the development and work with other team members.	Essential
To be able to develop and maintain working relationships with tenants, relatives and colleagues including maintaining appropriate confidentiality.	Essential
Basic administrative skills (i.e. to monitor and maintain stock records, financial records).	Essential
To have knowledge of statutory regulations related to food hygiene.	Desirable
To have some knowledge of nutritional and dietary requirements.	Desirable
2. Experience	
This section specifies the level and quality of experience required.	
Experience of working in a kitchen environment preparing foods and cooking meals.	Desirable
Experience of working with older people or other vulnerable groups of people in a housing setting.	Desirable
3. Education / Qualifications	
<i>Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.</i>	
SVQ Food Preparation Level II or equivalent.	Desirable
REHIS Elementary Food Hygiene.	Desirable
4. Other	
This section specifies other factors which may be necessary e.g., the ability to work unsocial hours, travel etc. or the need to work within a particular philosophy or ethos.	
A flexible approach to undertaking a range of tasks and commitment to providing an high standard of the meals service.	Essential
A willingness to participate in training.	Essential
Time flexibility to cover for occasions when other staff are on holiday or attending training etc.	Desirable
5. Equal Opportunities	
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the Postholder is willing to work in accordance with existing policies and Codes of Practice.	
6. Contra-indications	
This category specifies any factors which would automatically exclude a candidate, e.g. no-one without a current driving licence could be considered for a job as a driver.	