

BIELD HOUSING & CARE

Post Title	Cook				
Service	Monklands Hub				
Department	Customer Experience				
Reporting Manager:	Independent Living Co-ordinator Independent Living Assistant Co-ordinator (day to day supervision)				
Direct Reports:	None				
Developments	Development	Location	Type of Service	No of Properties	Meals Service
	Broomfield Gardens	Airdrie	Retirement Housing	21	Yes
	East Stewart Gardens	Coatbridge	Retirement Housing	28	Yes
	Inglefield Court	Airdrie	Retirement Housing	66	No

Independent Living Approach

Our independent living approach provides specialist housing for older people and in some locations a meals service. Our local teams provide comprehensive support to improve tenant well-being, financial independence, enhance tenants' personal safety, ensure tenancy sustainment, and promote a positive living environment. All staff are required to adopt and apply Bields Independent Living Principles to their daily work.

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 services where meals are provided.
- 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.

Key Accountabilities:

Meals Service and Food Preparation

- Prepare, cook and serve meals to the tenants as part of a team daily.
- To prepare menus in consultation with the tenants; being aware of each tenant special cultural, dietary and health needs relating to our client group, and undertake necessary changes of the food preparation.
- To order and store provisions and maintain the corresponding monitoring forms.

Cleaning

- To undertake periodic cleaning tasks with respect to equipment used within the kitchen.
- To maintain a high standard of cleanliness throughout your working day.

Property Maintenance and Security

- To visually inspect and report any kitchen and machinery issues or breakdowns to the Independent Living Assistant Co-ordinator or Supervising Member of Staff on that day.

Tenant Engagement

- To undertake one to one and group consultation meetings with tenants with regards to their individual needs and preferences, in accordance with procedures
- To engage with tenants frequently and encourage feedback on menus.

General

- To maintain income and expenditure receipts in accordance with Bield's procedures.
- To advise the Manager of any observed concerns regarding tenants in relation to the meals service.
- To participate in day-to-day staff communication, staff meetings and training.
- Provide flexibility to cover in other nearby Bield developments when required to ensure continuity of service.
- Any other reasonable duties as assigned by your Independent Living Assistant Co-ordinator, Supervising Member of Staff, or other senior manager within Bield.

Health and Safety

- 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.
- 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

Equality and Diversity:

- Bield Housing and Care promotes a workplace that is inclusive and diverse, as a member of staff we would expect you to treat people fairly in a non-discriminatory manner and equally you should be treated in a way that is fair, respectful and non-discriminatory.

Person Specification:**Experience:**

Criteria	Level
Experience of working in a kitchen environment preparing foods and cooking meals.	Desirable
Experience of working within a team of cooks and assistants to continually plan and prepare ahead for both the days service and following day. Experience of using and adhering to food production recipes and methods.	Desirable
Experience of working with older people or other vulnerable groups of people in a housing setting.	Desirable

Knowledge, Skills and Behaviours:

Criteria	Level
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 including the use of online ordering systems (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

Professional membership and Qualifications:

Criteria	Level
SVQ Food Preparation Level II or equivalent.	Desirable
REHIS Elementary Food Hygiene.	Desirable

Service Specific / Contra Indicators:

Criteria	Level
A flexible approach to undertaking a range of tasks and commitment to providing a high standard of the meals service.	Essential
To be willing to participate in training and travel to attend training/meetings as required.	Essential
Flexibility to cover for occasions when other staff are on holiday or attending training etc.	Desirable
Offering flexibility to support neighbouring developments where required to maintain service continuity.	Essential