JOB DESCRIPTION:	Care Home Cook
RESPONSIBLE TO:	House Keeper
PURPOSE OF POST:	To manage the preparation of all meals in the Care Home. To undertake a range of tasks associated with food preparation including the preparation To understand the need to promote privacy, dignity, independence, choice, rights and fulfilment of all residents, treating everyone with respect.
OTHER KEY RELATIONSHIPS:	Resident

1 Policies & Procedures

1.1 To act at all times in accordance with the Associations published policies and procedures.

1.2 To ensure compliance with the Associations Health & Safety, Equality and Diversity policies and procedures.

1.3 To ensure that the requirements of the Data Protection Legislation are complied with in carrying out the duties of the post.

2 ICT Systems (Information and Communication Technology)

2.1 To develop the necessary skills in using the Associations ICT system in the performance of your duties.

2.2 To follow good ICT housekeeping practices in relation to back-up procedures and filing of reports and documents.

3 Key Responsibilities

3.1 To undertake menu planning in consultation with the residents living in the home and under the guidance of the House Keeper.

3.2 Oversee and participate in the preparation, cooking and serving of main meals, snacks, cakes and drinks in accordance with the specified menus and to a high standard and quality.

3.3 Ensure menus are presented and displayed in such way that residents can understand them and make daily choices on what they would like to eat during the day.

3.4 Ensure that meals are provided is sufficient quantities, taking into account the diets to meet medical, ethnic and personal needs and preferences.

3.5 Check the quantity and quality of stock delivered and notify suppliers of deficiencies.

3.6 Ensure that the kitchen and serving areas are clean and maintain a high standard of infection control and adhere to the Food Standards Act 1999.

3.7 Ensure that crockery, utensils, work surfaces and other kitchen equipment is cleaned regularly and that all necessary hygiene and health and safety standards are maintained in the kitchen and dinning room.

3.8 Ensure that appropriate clothing, including head ware, is worn at all times by staff working within the kitchen area.

3.9 Cooperate fully with statutory inspections and implement recommendations as appropriate.

3.10 To ensure that the kitchen inventory is maintained and kept up to date and to report to the House Keeper any items that are damaged or need to be replaced.

3.11 To ensure that all food preparation is contained within the food budget.

3.12 To report any suspected pest infestation to the repairs team and House Keeper immediately.

3.13 To promote and maintain a professional attitude towards residents, visitors and colleagues.

3.14 To inform the House Keeper of the required ordering of stock and menu planning.

3.15 Comply with and develop risk assessments.

3.16 Ensure the kitchen is secure and not entered by unauthorised personnel.

3.17 Where possible, ensure that refuse is recycled.

4 Building

4.1 To encourage the appropriate disposal of residents refuse and promote re-cycling. To inform the Estate Services Manager when bulk rubbish requires removal and disposal or when fly-tipping has occurred.

4.2 To check that the communal dining and kitchen area furniture and fittings are fit for use.

5 General

5.1 To attend team meetings, briefing sessions for staff and Gateway Housing Association staff conference and other events.

5.2 To attend training and supervision when requested.

5.3 To attend regular 1 to 1's and annual Individual Performance Planning meetings with your Manager.

5.4 To promote the Association in a positive and professional manner at all times.

5.5 To prepare and present written reports as and when required.

5.6 To observe for, and where appropriate, assist in resolving any signs of abuse in

accordance with GHA's policies and procedures.

5.7 To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.

Person Specification

Requirements	Essential	Desirable
Skills / Abilities	• Customer focused • Numerate & Literate • Computer literate, able to utilise and manage ICT systems • Abel to develop effective partnership working with members of the Association and with other stakeholders • Excellent time management skills and ability to work under pressure • Ability to self motivate and achieve SMART objectives • Effective working within teams and on an individual basis. • Organised • Ability to work on a 7 day rota including weekends • A liking of older people and the ability to relate to them	
Experience (paid and unpaid relevant to the post		• Working with older people & those with Dementia • Working within a Registered Care Home kitchen or similar and providing meals for large numbers of people
Knowledge	• Safeguarding practices • Personalisation and Person Centred Planning • Care Quality Commission (CQC) Essential Standards of Quality and Safety • How to achieve Outstanding customer services • Understanding of COSHH	• Healthy nutrition for older people • Menu Planning
Qualifications	• Willing to obtain the QCF/NVQ level 2 in Food preparation • Basic Food Hygiene Certificate	• First Aid
Circumstances	• Enhanced CRB	