Isle of Anglesey County Council

Job Description

Job Title: Residential Care Home Assistant Cook

Post Number:

Directorate: Community Service

Service Unit: Adult Services

Grade:

Overall Job Purpose:
Together with the Cook, ensure that high food preparation standards are maintained and that Environmental Health Requirements for the home and current Food Safety legislation are implemented.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Principal Accountabilities / Key Tasks

Assist with the preparation, cooking and serving of meals

Be aware of any special diets that may be required

Under the direction of the Cook, help to prepare meals for the Care Home's residents

Help the Cook to bake cakes for afternoon tea if required

Undertake general tasks in the kitchen and dining room such as setting and cleaning the tables, washing dishes, serving food, etc.

Ensure that the kitchen and related areas fully comply with Health and Safety at Work legislation

Ensure that the kitchen and dining areas comply with statutory Health and Safety standards

Wash dishes after meals. Ensure that all dishes and equipment are clean and stored appropriately and that the kitchen area (and where applicable, the dining areas) are cleaned effectively

Help to check equipment and food temperatures, as directed

Inform the Manager or Person in Charge of the Home of any illness of a contagious nature or accident suffered by a Client, colleague, yourself or another person

Attend and take part in staff meetings and attend all compulsory training as required

Attend supervision and appraisal meetings, ensuring that you have prepared for these meetings if required

Communicate effectively with other staff, relatives and visitors, including visits by professional agencies concerning residents

Understand and ensure that the Home's Health and Safety, Disease Control and Hygiene policies are implemented, as well as Emergency and Fire Procedures

Inform the Home's Manager about any defective apparatus, furniture or equipment that is damaged and any possible dangers

Take part in Client meetings as required

Be familiar with all current policies and procedures and understand your duty to comply with them and implement them as required

Wear the uniform provided with plain black trousers and sensible flat shoes on all occasions

Respect residents' confidentiality at all times

Ensure that all domestic work records are completed after each shift in the appropriate books

Maintain a clean kitchen and storage cupboard

Maintain and keep the kitchen clean and free from dangers and ensure that cupboard storage environments comply with COSHH

Position in the Organisation:

Reports to: **Residential Care Home Manager**

Responsible for:

Staff supervised 0

Financial Resources

Level: A,B or C? Indicative Value: N/A

Physical Resources

Land and buildings - No./area	Value £N/A
Plant / Vehicles / Equipment – No	Value £N/A
Information Systems – No./volume:	Value £N/A

Delegation

Language Requirements:

Post is Welsh ESSENTIAL (also see Welsh Language Skills – post assessment)

Welsh Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Reading (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Writing (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
English Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Reading (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Writing (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☑	**Level 5** ☐

Working Arrangements and Conditions:

Working week: Any 5 out of 7, Monday – Sunday

Contracted hours: Variable hours

Spread Any 5 days out of 7 including evenings and weekends

Identified work base: Any Residential Care Home on the Island**.**

Normal work location:

☒ Normally office based
☐ Office based but with some site / home / meeting visits
☐ Travelling Officer role with occasional visits to identified work base

Business Travel:

☐ No business travel
☒ Some business travel. Postholder provides own vehicle
☐ Some business travel. Council vehicle provided to postholder
☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions:

Environmental

☐ Minimal / normal office environment
☒ Some
☐ Significant

Aggressive / difficult clients

☐ Minimal
☒ Some
☐ Significant

Other Conditions:

DBS Check required
☒ Enhanced
☐ Standard
☐ Not applicable

Work Flexibilities / Restrictions

Politically Restricted Post:
☐ Yes
☒ No

Home / Mobile Phone provided:
☒ Yes
☐ No

Protective Clothing provided:
☒ Yes
☐ No

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: April 2014

Isle of Anglesey County Council - Person Specification

Job Title: Assistant Cook

Section 1: Education and Training
The minimum education, qualifications and/or training required for effective performance

1.1. Essential:

1.1.1 Basic Food Hygiene
1.1.2. NVQ Level II in Cooking or equivalent

1.2. Desirable:

1.2.1. Good Grades GCSEs to include Cookery

Section 2: Experience

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

2.1. Essential:

2.1.1. Previous experience in Catering Environment.

2.2. **Desirable:**

Section 3: Key Qualities

Job specific knowledge and skills critical for effective performance in post.

3.1. Essential:

3.1.1. Verbal communication skills
3.1.2. Ability to write reports and to compile Imaginative menus Willingness to attend training
3.1.3. High standard of culinary skills

3.2 Desirable:

3.2.1 Ability to motivate and supervise the catering team Knowledge of Health and safety.
3.2.2. Fluent in Welsh and English

Section 4: Personal Attributes
Personal values and characteristics which should be demonstrated

4.1. Essential:

4.1.1. Neat, Tidy and Clean appearance
4.1.2 Ability to plan catering tasks methodically and achieve a high standard of service Approachable and friendly manner

4.1.3. Flexible approach
4.1.4 Physically fit

4.2 Desirable:

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Welsh Language Skills – Post Assessment

JOB TITLE: ……..

SERVICE: …….

GRADE OF POST: …….

POST IS WELSH DESIRABLE (as noted on the job description)

Tick the relevant box (at least one from each section, ie. (i), (ii), (iii), (iv))

(i) Listening

		✓
0	No skills	
1	Able to understand basic enquiries in Welsh [“Ble mae…?”, “Ga i siarad â…?”]	
2	Able to understand a basic social conversation in Welsh	
3	Able to follow routine conversations involving work between fluent Welsh speakers	
4	Able to follow the majority of conversations involving work including group discussions	
5	Able to understand all conversations involving work	

(ii) Reading

		✓
0	No skills	
1	Able to read basic words and phrases, e.g. signs or short and simple notes	
2	Able to read basic material involving work (slowly)	
3	Able to read routine material with a dictionary	
4	Able to read the majority of material in own area	
5	Able to understand all material involving work	

(iii) Speaking

		✓
0	No skills	
1	Able to conduct a general conversation [greetings, names, saying, placenames]	
2	Able to answer simple enquiries involving work	
3	Able to converse with someone else, with some hesitancy, regarding routine work issues	
4	Able to speak the language in the majority of situations using some English words	
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary	

(iv) Writing

		✓
0	No skills	
1	Able to write basic messages – “Diolch am y llythyr. Dyma gopi o’r map”	
2	Able to answer simple correspondence with assistance	
3	Able to draft routine text, with editing assistance	
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revisi	
5	Skilled – able to compete written work without the need for revision	