Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Residential Care Home Cook

Post Number:

Service / Section: Adults Services

Grade: 3

Overall Job Purpose:

To provide a high-quality catering service that provides food for service users within budget limitations. Responsibility for the effective and efficient running of the kitchen and formal supervision of kitchen staff, and to be part of a team that aims to promote the general wellbeing of service users. To work in partnership with service users to encourage choice, participation, and motivation, and comply with the establishment's values at all times.

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.*

Main Duties / Responsibilities:

- Plan interesting menus that will provide a nutritious and balanced diet, making the best use of fresh ingredients and incorporating this into training and education activities for residents.
- Prepare, cook and serve meals, as required, taking special dietary requirements into consideration.
- Maintain statutory food hygiene and health and safety standards within the home.
- Stock management
- Ordering supplies and the financial management of catering supplies and stores.
- Attend staff meetings and training sessions as required.
- Prepare all meals and snacks, taking dietary requirements and residents' requests into account.
- Build a positive relationship with staff, visitors and residents by working as part of a team.
- Prioritise tasks
- Manage the kitchen assistant ensuring that meals are provided in a timely manner.
- Create menu plans that reflect feedback given by residents in questionnaires as well as providing a balanced and nutritious diet.
- Maintain a clean kitchen, free from hazards and a storage cupboard that complies with COSHH standards.
- Document and adhere to food safety practices including checking the temperature of the fridge and freezer, use by dates, checking items delivered to the kitchen.
- Check stock and order food.
- Report any equipment that is broken, or any faulty kitchen equipment, to the relevant line manager.
- Assist the manager to arrange and supervise staff, help with training and prepare a duty rota ensuring that cover is provided for all absences.
- Ensure that timesheets are completed correctly.
- Ensure that a regular programme is adhered to in terms of cleaning the kitchen and storage areas.
- Comply with all health and safety policies and procedures.

Person Specification:	Essential (E) Desirable (D)
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:** 1. **Recognised catering qualification or a commitment to work towards a recognised qualification** 2. **Basic food hygiene certificate** 3. **Any specific training required for the post including certification**	**E** **E** **D**
Any specific training required for the post including Certification: 1. **NVQ Level 2 in Catering or an equivalent recognised qualification.** 2. **IOSHH**	**E** **E**
Key Competence Requirements **Job related knowledge:** 1. **Evidence of undertaking occasional training to update information, skills and abilities through continuous professional development** 2. **IT skills including Word and Excel.**	**E** **D**
Specific skills:	

1. **The ability to communicate effectively verbally and in writing.** 2. **To demonstrate the ability to work within a multi-disciplinary context and excellent interpersonal skills** 3. **Able to work with a manager to help solve problems and find innovative solutions.** 4. **Able to demonstrate a knowledge of the Care Homes (Wales) Regulations 2002 and the National Minimum Standards for Older People.** 5. **Able to demonstrate a knowledge of, and the ability to use the Care Council's Code of Conduct.** 6. **Awareness of health and safety issues e.g. COSHH.** 7. **An understanding of equality and diversity and the ability to put them into practice.** 8. **Management skills that are essential for effective performance.** 9. **Experience in planning menus, ordering and managing etc** 10. **Can plan a varied and nutritious menu** 11. **Can buy food and cleaning materials within a specific budget** 12. **Can maintain correct recordings**	**E** **E** **E** **E** **E** **E** **E** **D** **E** **E** **E** **E**

Position in the Organisation:

Reports to:	**Residential Care Home Manager**
Staff Supervised:	**3**

Working Arrangements and Conditions:

Working Week:	Relief
Identified Work Base:	Haulfre Residential Home
Contracted Hours:	0

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		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 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 (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 ☒

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 post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: November 2014

Mae’r ddogfen yma ar gael yn Gymraeg / This document is available in Welsh

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English 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 Welsh / 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
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 revision
5	Skilled – able to compete written work without the need for revision