
CROFT CARE TRUST

Job Description for Cook

Division: Croft Care Trust

Job Title: Cook

Reporting To: Catering Manager, Senior Managers, Board of Governors

Location: The Croft Nursing Home

Main Purpose of Job

Assist in the preparation and provision of meals, have the responsibility for the day to day running of the kitchen ensuring compliance with relevant Health & Safety and Food Hygiene requirements.

Key Responsibilities

1. Prepare and cook meals and snacks following pre-set menus in accordance with Health & Safety Regulations to ensure meals are nutritious, appetising and meet dietary needs.
2. Undertake simple stock control, reporting goods to be ordered to the relevant senior staff to ensure adequate supplies are maintained.
3. Undertake the cleaning of the kitchen and surrounding areas and also of equipment to ensure the kitchen is maintained to a high level
4. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
5. Attend training courses as required.
6. Ensure your own personal hygiene and cleanliness is of the highest standard
7. Comply with Health & Safety, Fire Regulations and other Croft Care Trust policies

General Requirements

8. You will need to be a committed, patient and caring person with a sense of humour and a positive outlook on life.
9. You will need to be highly motivated and have excellent communication skills
10. You will need to be able to work well in a team a liaise with other staff, volunteers and residents.
11. To respect and care for all residents as individuals, ensuring that their personal choices and preferences are respected and that individual dignity is respected at all times
12. To perform delegated tasks as instructed by the Home Manager so as to promote improvements in service and maintain continuity of care.

13. Ensure that all information of a confidential nature relating to the individual Residents and the business of Croft Care Trust is not divulged to third parties.

Health & Safety

14. To comply with all work requests made under the Health & safety at Work Act 1974 and all statutory Fire Regulations
15. To comply with and ensure implementation of Croft Care Trusts Health and Safety policies, COSHH and Emergency and Fire prevention procedures.
16. To inform the Home Manager / Senior Staff member on duty of any untoward incidents, complaints, accidents in the Home or in the grounds of the Home.

Essential Requirements	Desirable Requirements
Educational / Professional Qualifications To have completed a basic food hygiene certificate within 6 months of starting	Hold NVQ or QCF Level 2 in a relevant field.
Experience <ol style="list-style-type: none"> 1. Experience in kitchen based environment. 2. Ability to work well within a team. 	<ol style="list-style-type: none"> 1. Experience of working with vulnerable adults in a residential setting. . 2. Knowledge of health and safety in the workplace.
Physical Demands <ol style="list-style-type: none"> 1. In good health. 2. Neat and tidy appearance. 	
Character and personal Attributes <ol style="list-style-type: none"> 1. All reference verifications are favourable of character and performance. 2. Have satisfactory levels of verbal and written communication skills. 3. Behave in courteous manner at all times towards residents, relatives, local health officials, social workers and other general visitors. 4. Authentic interest in maintaining the quality of service that will be in accordance with standards set by Croft Care Trust. 5. Organised, enthusiastic, committed and methodical approach. 	Interest in the involvement in outside activities including training sessions, staff and relatives meetings.