



*Mission: "To provide the best of care and support to enable the community to fulfil its potential"*

### JOB DESCRIPTION

The job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

<b>Job Title:</b>	Cook	Ref: 063/09
<b>Directorate:</b>	Adult and Community Services	
<b>Working Relationships:</b>	Responsible to: Manager/Deputy Manager Responsible for: Where applicable - Assistant Cook, General Assistant (Kitchen) Working closely with:	
<b>Key External Contacts: (if applicable)</b>	External suppliers	
<b>Location:</b>	Designated Care Home / Housing with Support Unit	

#### **Purpose of Job:**

To contribute towards the provision of a high quality catering service designed to meet the needs of service users

#### **Main Duties/Responsibilities:**

1. Sourcing and purchasing catering provisions, maintaining appropriate stock levels, to ensure an effective service delivery.
2. Organising the receipt of provisions and equipment, ensuring that goods are stored safely and hygienically to regulatory requirements.
3. Maintaining food safety and hygiene standards in food preparation and cooking, and in the working environment.
4. Recording food temperatures etc in accordance with food safety legislation.
5. Preparing and cooking a wide variety of dishes to a high standard to meet the needs of service users.
6. Ensuring the kitchen area and equipment is kept clean to the standard required in terms of environmental health and food safety legislation. Setting, monitoring and following the cleaning schedules to ensure standards are met.
7. Establishing and developing positive relationships with service users within agreed operational and organisational parameters.
8. Communicating effectively with others in the workplace, providing written and verbal information when required according to agreed reporting procedures.
9. Contributing towards the monitoring of compliance with health, safety, and security requirements in the workplace.
10. Carrying out any other duties which may be required from time to time provided the tasks are both reasonable and within the post-holder's capabilities.

<b>Qualifications/Training/Education:</b>	
<b>Essential:</b> Awareness of Health and Safety Regulations, including Food Hygiene.	<b>Desirable:</b> Food Hygiene Certificate REHIS C & G Certificate 706 (1,2 or 3) or equivalent
<b>Experience:</b>	
<b>Essential:</b> Experience of working in a catering environment to specified standards.	<b>Desirable:</b> Experience of cooking in residential care sector Ordering/stock control Preparation of menus Supervising the work of other staff
<b>Key Skills/Aptitudes:</b>	
<b>Essential:</b> Planning and preparing nutritionally balanced meals Good organizer Ability to communicate effectively Ability to work within deadlines	<b>Desirable:</b> Baking skills
<b>Personal Qualities:</b>	
<b>Essential:</b> Flexibility Pleasant manner	<b>Desirable:</b>
<b>Other Job Requirements:</b>	
Serving meals as and when required. To attend training and staff meetings as and when required	



## CONDITIONS OF SERVICE

<b>Post:</b>	Cook
<b>Location:</b>	Various locations within Adult and Community Services Directorate
<b>Standard hours of work:</b>	Various hours available to be discussed at interview
<b>Working pattern:</b>	Various shifts available to be discussed at interview
<b>Post status:</b>	Permanent
<b>Salary grade/point:</b>	£7.18 per hour
<b>Enhancements:</b>	Time and a half for Saturday working Double time for Sunday and Public Holiday working
<b>Payment method:</b>	Paid by BACS on 2 <sup>nd</sup> last working day of each month One month in arrears via timesheet
<b>Annual Leave:</b>	Pro rata to 22 days per annum An additional 3 days pro rata are granted after 5 years reckonable service.
<b>Public Holidays:</b>	Pro rata to 9 public holidays per annum as recognised locally
<b>Notice period:</b>	Employee - One month Employer – One month plus one additional week per year of service after four years service up to a maximum of 12 weeks
<b>Induction:</b>	Induction to be carried out prior to commencing in post Monday to Thursday 9:30 to 4:30
<b>Disclosure:</b>	Appointment subject to Disclosure Scotland Check at Enhanced level

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