



## Cumberland Council

### Post Specification

<b>Date</b>	<b>April 2023</b>
<b>PG Number</b>	<b>1572</b>
<b>Post Title</b>	<b>Cook</b>
<b>Job Family</b>	<b>Health and Care Services</b>
<b>Job Family Role Profile</b>	<b>OP3</b>
<b>Final Grade</b>	<b>Grade 4</b>

To be read in conjunction with the job family role profile

#### Service Area description

- Cook – Health Care Services

#### Purpose of this post

- To engage with residents and staff to understand resident's food and drink preferences and develop menus that reflect those preferences with variety and a balanced and wholesome diet to meet varying nutritional requirements.
- To prepare, cook and present meals, snacks and refreshments in a way that is appetising.
- Maintain overall responsibility for the running of the kitchen ensuring hygiene standards meets current legislation and efficiency of the kitchen is maximised.

#### Key job specific accountabilities

- Compile menus which meet the preferences of residents and provide a balanced and nutritious diet.
- Ensure that all cooking utensils, storerooms/cupboards and domestic equipment are kept clean and in good working order.
- Maintain accurate records in accordance with Environmental Health legislation/requirements.
- Ordering of supplies; checking in of deliveries and maintain a system of stock rotation to ensure produce is fresh and used within appropriate timescales to minimise any wastage.
- With necessary support of the supervisor ensure effective control of the catering budget.
- Undertake domestic housekeeping duties as determined by the home's schedule of cleaning.
- Attend training and development events as directed by your line manager and in line with Care Quality Commission (CQC) requirements.
- Take an active part in supervision and appraisal reviews to maximise opportunities for continuous professional development.

- Take an active part in staff teams meetings to share good practice.
- Safeguard the security & welfare of residents by reporting and acting accordingly to any mistreatment or suspected mistreatment in line with Safeguarding Policy and the Social Care Council Code of Practice.
- Throughout all work activities, promote and demonstrate best practice in accordance with Cumbria Care Quality Assurance Procedures, to ensure compliance with Cumbria County Council and Cumbria Care Policies and Procedures and the requirements of the Care Quality Commission (CQC).
- Be prepared to undertake work at other Cumbria Care establishments within the district/locality to meet service requirements. *(Each event / situation will be considered by management as to each individual's circumstances)*
- Be alert and attentive throughout the shift in order to respond immediately to the needs of the service user and to give appropriate support to colleagues as required.
- Adhere to the Infection Control Policy and promote good hygiene.
- Note any faults or defects in equipment/appliances or fabric of the building and report to the supervisor, without delay.
- You are responsible for your own Health & Safety and that of other people in the course of your work and you are expected to take any necessary/appropriate action to ensure this. You will co-operate with your employer to ensure that health and safety requirements are fully met.
- To undertake other duties and responsibilities appropriate to the role and as identified by your Line Manager/Supervisor.
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**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

<b>Budget Responsibilities</b>	•
<b>Staff Management Responsibilities</b>	•
<b>Other</b>	•

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications / Training	<ul style="list-style-type: none"> <li>▪ An up to date Basic Food Hygiene Certificate.</li> <li>▪ Willingness to attend training as directed by your Line Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any Catering qualification</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>▪ An awareness of budgeting &amp; knowledge of stock control &amp; record keeping.</li> <li>▪ Managing effectively, to minimise waste.</li> <li>▪ Menu planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the dietary and cultural requirements</li> </ul>

Relevant experience	<ul style="list-style-type: none"><li>▪ Experience of cooking a variety of meals to meet all dietary requirements.</li></ul>	<ul style="list-style-type: none"><li>▪ Experience of working in any catering setting.</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>▪ Verbal and written communication skills</li><li>▪ Menu planning.</li><li>▪ An ability to prepare and cook a full range of meals to meet the needs of Service Users.</li><li>▪ Polite, friendly &amp; helpful approach to others.</li><li>▪ General cleaning routines within the kitchen.</li><li>▪ To be able to use initiative.</li><li>▪ Commitment to Equal Opportunities</li></ul>	
Personal Circumstances	<ul style="list-style-type: none"><li>▪ To demonstrate a flexible approach to working patters.</li></ul>	
<b>Disclosure and Barring Service – DBS Checks</b>		
<ul style="list-style-type: none"><li>• This post requires a DBS check.</li><li>• The level of check required is:<ul style="list-style-type: none"><li>○ DBS Enhanced - no barred list</li></ul></li></ul>		
<b>Job working circumstances</b>		
<b>Emotional Demands</b>	<ul style="list-style-type: none"><li>• Minimal exposure</li></ul>	
<b>Physical Demands</b>	<ul style="list-style-type: none"><li>• Considerable effort required</li></ul>	
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Minimal disagreeable, unpleasant hazards</li></ul>	
<b>Other Factors</b>		
<ul style="list-style-type: none"><li>• Safe use of catering equipment</li><li>•</li></ul>		