

JOB DESCRIPTION

Job title	Cook
Sector/Function	Service Performance
Department	Catering Service
Reports to	Catering Manager
Grade	2

Job purpose	To provide catering services to Service Users whilst remaining within Turning Point policy, procedures, and budget. To promote wellbeing and healthy life choices among service users.
Key accountabilities	To maintain a high level of quality in service provision by:- <ul style="list-style-type: none"> ▪ Meeting quality expectations and agreed performance criteria ▪ Contributing to the continuous improvement of the service
	To continuously review own performance and development needs to assist growth and development by:- <ul style="list-style-type: none"> ▪ Meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework. ▪ Participating in training and other development opportunities as agreed within the Performance Management process. ▪
	To ensure a safe working environment for self and colleagues by:- <ul style="list-style-type: none"> ▪ Ensuring good standard of housekeeping is maintained with own area ▪ Ensuring risk assessments are completed when appropriate ▪ Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained ▪ Complying with all Health & Safety policies
	To ensure compliance with internal and external standards and codes of conduct by:- <ul style="list-style-type: none"> ▪ Meeting all regulatory requirements ▪ Complying with Turning Point's Code of Conduct, policies and procedures ▪
	To undertake any other duties reasonably requested by the line manager
	To proactively deliver a high quality/person centred catering services that meets the needs of the service users by:- <ul style="list-style-type: none"> ▪ Promoting peoples' rights and responsibilities ▪ Working as an effective member of the team ▪ Providing advice and information to Service Users and others where appropriate ▪ Preparing and delivering well balanced menus to quality standards taking account of any dietary needs ▪ Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements ▪ Ensuring full risk assessments and risk management is delivered effectively ▪ Ensuring that work is undertaken in line with Health & Safety requirements and hygiene is maintained at all times

Dimensions	Direct reports		Catering Manager
	Internal and External contacts		
	<i>Contact group</i>	<i>Frequency</i>	<i>Purpose</i>
<ul style="list-style-type: none"> ▪ Service Users ▪ Supervisor ▪ Carers/Friends/Family members ▪ Regulatory bodies 	<ul style="list-style-type: none"> ▪ Daily ▪ Daily ▪ As required ▪ As required 	<ul style="list-style-type: none"> ▪ Provide support and guidance. Ensure service delivery effectiveness and user involvement/consultation ▪ Guidance, support, advice and provision of information ▪ Discussions regarding dietary requirements ▪ Service monitoring and review 	

PERSON SPECIFICATION

Personal effectiveness	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ▪ ▪ Monitors the food budget ▪ To plan food shopping around weekly menu plan and advise the administrator ▪ To control stock and provisions
Technical effectiveness	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ▪ Proven verbal and written communication skills ▪ Computer skills ▪ Collaborative team working skills ▪ Adaptable and able to work in a challenging and changeable environment ▪ Ability to deliver against agreed objectives/targets
Acquired experience	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ▪ Display an awareness of and understanding of a person-centred approach ▪ Display an awareness of current legislation that impacts upon and influences service delivery ▪ Able to cook and prepare a variety of fresh nutritious lunch and evening meals. ▪ Making sure that all food at point of service is of the highest quality. ▪ Ability to knowledge of dietary food preparation including special diets.(desirable) ▪ Ability to prioritise workload and use initiative so as to work effectively with minimum supervision. To work as part of a team and alone ▪ Responsible for high standards of food, hygiene and health and safety. ▪ Experience of kitchen management and budget control ▪ Experience of catering within a residential home (Desirable only)
Qualifications	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ▪ Possess the City & Guilds/706/1&2 or equivalent NVQ ▪ Food Hygiene

