

JOB DESCRIPTION

Name:			
Job Title:	Senior Cook	Line Manager:	Registered Manager
Location:	Parkside, 65 Main Road, Romford	Date:	25 January 2022

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive, and may be reviewed as required.

Key Purpose of the Job

To lead on hospitality at Parkside and to ensure that delivering an excellent source of nutritious food, a wide variety of choices and that the food and drinks service is served to a high standard, where these are at the heart of the care provided from the Hospitality team.

Ensure that the Health and safety and food hygiene standards are maintained at all times. To prepare and serve meals as required for residents, to maintain cleanliness in the kitchen to achieve consistent 5 star Food Hygiene ratings.

To monitor the performance of the Hospitality team by supervising and organising their day-to-day work.

Generic Job Responsibilities:

To maintain a loving Christian environment.

To ensure the application of the home's philosophy, in order to meet the aims of the home's Statement of Purpose and Christian Values.

Embrace and implement change in practices

To ensure high standards of nutritious meals are provided taking into account all of the residents' food allergies and intolerances and are maintained within current legislation and the organisation's practices and policies.

To ensure dignity and individual personalities are respected at all times.

Specific Job Responsibilities:

To be part of the Hospitality team's rota to prepare and cook meals for residents. This is a full time 37.5 hour a week post and it is anticipated that the postholder will be cooking food during the shifts

To arrange and be part of the weekly staff rota to ensure that all shifts are covered, including at weekends. It is anticipated that all staff will do at least one weekend shift each week

Ensure that meals are of traditional fare, freshly prepared and are home-made.

Setting of menus.

Manage the Hospitality team to ensure consistency of service.

Monitor equipment requirements and order replacements when necessary, within agreed budgets

Ensure that all documentation is kept up to date in the kitchen including monitoring temperature checks, correct food labelling.

Order stock as and when required in bulk, maintaining records of current stock and negotiating as appropriate with local suppliers to ensure that the best quality supply of food is used, within agreed budgets

Maintain a regular, rotating, pictorial menu, using seasonable options and based on feedback from residents

Organise all food requirements relating to residents' special occasions (e.g. birthdays and anniversaries) and social occasions (such as barbecues)

ROMFORD BAPTIST CHURCH HOUSING ASSOCIATION LIMITED

Organise and prepare special dietary requirements as may be required by certain residents.
To comply with current Food Hygiene and Health and Safety requirements in the kitchen and catering areas and keep appropriate records, including the Safer Foods Better Business .
Undertake regular food surveys with the residents in conjunction with the Registered Manager.
Complete all necessary audits on a weekly and monthly basis, providing the paperwork to the Registered Manager. Retain all information and paperwork for inspection by both internal and external agencies.
To be available for any external inspections to include, but not limited to: CQC, Environmental Health and Infection Control
To participate in staff training activities as required.
Control waste and keep it to a minimum.
Ensure that guests and visitors to Parkside are offered appropriate beverages and food to maintain excellence in hospitality
Meet with new residents and their relatives as appropriate, to understand their nutritional needs, allergies and intolerances. Update care plans as required.
To work in cooperation with Care Leaders and other staff teams at Parkside to provide an excellent person centred service
Such other duties as may be assigned to the post from time to time.

Key Working Relationships:

Internal:	Registered Manager, Business Services Manager, Care Leaders, Maintenance Lead, Hospitality team
External:	External suppliers, CQC and Food Hygiene Inspectors

Resources for which the Job Holder is accountable:

People:	Hospitality team
Budget:	N/a
Fixed Assets:	All kitchen equipment

Person Specification:

Business Impact:	The feeling of all visitors to Parkside that hospitality is at the heart of the care provided. Excellence in resident satisfaction ratings. Attention to detail, time management, work under pressure.
Qualifications:	A Catering Diploma (City & Guilds/BTEC), NVQ 3 in practical cookery and Health and Safety and Food Hygiene Certificates (minimum level 2) are essential. You'll also need to have relevant high cover kitchen experience
Skills/Experience:	Minimum 2 years' experience of cooking for over 30 people,

Declaration:

I have read and understood the above job description.

ROMFORD BAPTIST CHURCH HOUSING ASSOCIATION LIMITED

Job Holder's
signature:

Date: / /

Line Manager's
signature:

Date: / /