

Job Description

Position:	Cook
Reports to:	Head Chef
Grade:	B

Overall purpose of the role:

- To prepare and cook food following recipes and menus as per instructions from the Head Chef
- Deputise in the absence of the Head Chef

Responsibilities:

- To assist the Head Chef with the planning, organising, preparation, presentation and service of high quality, nutritious meals to residents and visitors, and in achieving and maintaining budgeted food costs.
- In the absence of the Head Chef, maintain and manage the provision of food according to the pre-planned menus, pre-planned recipes and portion control guidelines and costings, food preparation and cooking of meals using fresh ingredients, as set by the Head Chef.
- Organisation and supervision of fridges and store rooms
- Work well within the team maintaining effective communication at all times
- Assist Catering assistants in their own personal development.
- Assist in other kitchens as may be necessary from time to time.
- Attend meetings and training courses as required.
- Undertake personal development as required.

In the absence of the Head Chef assume responsibility for :

- The organisation and supervision of food service points within the home.
- Ensure goods are stored correctly.
- Ensure food is produced to correct standard and that correct quantities are delivered to relevant service points at the right time.
- Supervise employees including casual staff, ensuring the allocation of specific duties and work rotas, and ensure all staff are well presented with full uniform
- Liaise with Home Manager as required – daily/weekly
- Liaise with Group Catering Operations Manager as required – daily/weekly/monthly.
- Health and Safety of the kitchen, ensuring all food hygiene and food safety regulations and COSHH regulations are complied with, regular audits and risk assessments are carried out as required, and systematic cleaning takes place.
- Supervise all service points, serve meals as required, ensure quantity is maintained throughout service times, maintaining colour, texture, temperatures and portion control, and that all equipment is available.

- Undertake basic administrative tasks ie completing orders for supplies from nominated suppliers, checking delivery notes
- Ensure that safe working practises are adopted by employees and in work areas for which the post holder is responsible to maintain a safe working environment for employees and service users, as defined in the Brunelcare Health, Safety and Welfare Policy, departmental policies and codes of practice.
- Provision of special catering needs and special dietary needs when required.
- Inform the Home Manager of any breakdown / failure of any of the catering equipment
- Report to the Manager any accidents or incidents which may occur Maintain high standards of hygiene within the kitchen and to ensure that the catering team are also aware of the hygiene procedures

Knowledge, experience and behaviours:

- General Education to at least GCSE standard
- NVQ Level Three or City & Guilds in Catering 706/1 & 706/2
- Minimum two years experience in similar position
- Foundation Food Hygiene Certificate
- Knowledge of Health & Safety procedures and Working Safely
- Level 2 Nutrition Certificate (Desirable)
- Basic bookkeeping

Environment:

Brunelcare is an award-winning Bristol-based charity providing high-quality housing, care, and support for older people in the South West, whilst also being recognised for our expertise and excellence in caring for people living with dementia. We are at the forefront of developing ways for people to stay as independent as possible whilst creating great communities to live, work, and thrive in.