

ASSISTANT COOK: JOB DESCRIPTION

Job Summary	
Responsible To	Head of Housekeeping
Responsible For	Catering Assistants: Breakfast and Supper Assistant
Job Purpose	To support the Cook in ensuring the effective day-to-day running of the kitchens and catering department and its services; providing high quality meals and service to both patients and staff as listed on menus, whilst adhering to Food Handling Hygiene and Food Safety Regulations.
Location of Job	Hospital or Nursing Home
Department	Housekeeping
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> • Assist the Cook in planning and preparing menus of an appetising and nutritious nature • Advise the Cook of service users likes and dislikes and any dietary requirements • Advise the Cook of new admissions and, or discharges from the Hospital or Nursing Home • Maintain a high standard of cleanliness in the kitchens and food storage areas • Comply with stock rotation and storage guidelines • Ensure the heated trolley is fully equipped with clean equipment as required • Complete food temperature and stock charts under the instruction of the Cook • Complete food date labels and charts under the instruction of the Cook • Assist with training and orientating new staff • Prepare cooking ingredients under the direction of the Cook • Prepare service equipment and trays • Washing up used appliances after service • Preparing meals for the Meals on Wheels service • Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.
Primary Line/Performance Management Objectives of the Role (If Applicable)	<ul style="list-style-type: none"> • Attend mandatory and job specific training • Attend and engage in departmental staff meetings, events and full staff meetings • Attend supervisions and appraisal reviews
Responsibilities for:	
People	<ul style="list-style-type: none"> • Responsible for the support to new starters in orientation and on the job training
Assets	<ul style="list-style-type: none"> • Responsible for the use of kitchen equipment and any other equipment provided by the Trust including vehicles, phones, computers
Communications	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal for a diverse workforce.

Please find the Person Specification for this post below.

ASSISTANT COOK: PERSON SPECIFICATION

Experience & Knowledge

- Experience working within a Catering team in a care setting
- Must be adaptable and willing to undertake training and education programmes if necessary
- Strong prioritising and organisational skills
- Good knowledge of Food Safety and Hygiene standards, COSHH, Infection Control standards, Food Allergen

Qualifications

- None Essential
- NVQ Level 2 or equivalent in Hospitality and Catering is desirable

Physical Demands

- Moderate levels of physical activity from light dexterity to heavy lifting.
- Prolonged periods of standing

Health & Safety (exposure to risk)

- High exposure to risk, COSHH, Fire and infection control

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	
Date:		Date:	

This job description is not exhaustive.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.