

Job description-Cook

Job title	Cook -Care Home
Reports to	Manager (deputy manager in manager's absence)
Accountable to:	Manager and nominated individual
Location	Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW
Qualifications, skills and experience	<p>DBS This position is subject to an enhanced DBS</p> <p>Qualifications Secondary education qualifications desirable Qualifications relating to cooking/catering Qualifications relating to food safety and food hygiene</p> <p>Skills To have a genuine interest and respect for older people Knowledge of various cooking techniques and ability to prepare various ingredients such as meat, fish and vegetables and to prepare meals from fresh ingredients Ability to follow recipes Working knowledge and application of food safety and hygiene protocols Cleaning kitchen areas to maintain excellent food hygiene and cleanliness Maintaining a pantry stock record, rotating stock items and restocking pantry/fridge/freezer as necessary Ordering food/drink supplies when necessary Properly storing food items at appropriate temperatures Ability to complete kitchen records/schedules Ability to work as part of a team Ability to supervise kitchen assistants Effective verbal communication skills with residents/staff and visitors</p> <p>Experience Experience of working as a cook Care home experience is desirable</p>
Summary of role	<p>To prepare nutritional, appetising and well-presented meals for care home residents and staff.</p> <p>To be responsible for the day to day running of the kitchen and ensure compliance with all health and safety and food hygiene requirements.</p>



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Key duties/responsibilities	<p>General duties/responsibilities</p> <ul style="list-style-type: none">• To maintain and promote the home's mission statement and values• To promote our ethos of a caring, comfortable, safe and happy home• To ensure that residents are always treated with dignity and respect• To have some understanding of person-centred care and be mindful of our duty to respect residents' individual needs/choices• To communicate effectively with residents, staff and visitors• To adhere to all home policies/procedures• To respect diversity and work in an inclusive way• To contribute to the team effort and to maintain a positive working culture in the home <p>Planning, preparing and cooking meals/snacks</p> <ul style="list-style-type: none">• To plan a seasonal rotating menu by liaising with manager/deputy manager/dining experience lead/residents• To liaise with the dining experience lead regarding the monthly dining experience audit• To prepare and cook meals and snacks for residents and to prepare/cook meals for staff• To cook meals/snacks from fresh ingredients where possible and meals to be 'home cooked' according to the menu and always well presented• To prepare/cook at least three meals per day (breakfast, lunch and tea) and one of these meals (not including breakfast which always offers a cooked option) to be a hot meal• To prepare food (e.g. sweet/savoury baked options) to be served at middle mornings and afternoon tea• To plan/prepare additional catering when the home holds open events throughout the year (at such events additional staff support will be provided)• To assist care staff by providing ingredients when residents are involved in cooking/baking activities• To perform delegated tasks as instructed by the manager/deputy manager/dining experience lead to promote high standards of food service <p>Food/drink stock and supply</p> <ul style="list-style-type: none">• To undertake simple stock control, reporting to manager/deputy manager of food/drink/ingredients etc to be ordered in a timely manner to ensure adequate stock and supply of food/drink• To order food/drink when requested and account for all monies issued and obtain receipts
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	<p>Food safety and hygiene</p> <ul style="list-style-type: none">• To adhere to all food safety and hygiene polices/protocols/regulations and H.A.C.C.P• To adhere to all infection prevention and control policies• To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy• To be aware of which individuals have food intolerances/allergies and prepare, cook and serve meals/snacks/drinks taking into account any allergies/intolerances• To prepare meals of a modified consistency and/or fortified meals when requested, such meals always to be well presented• Properly storing food items at appropriate temperatures• To undertake cleaning of the kitchen areas following meal preparation and at the end of each shift to maintain effective hygiene and cleanliness of the kitchen/storerooms/appliances etc• To maintain daily records of, for example, kitchen schedules, food temperature charts etc <p>Health and safety</p> <ul style="list-style-type: none">• To take reasonable care of the health and safety of yourself and all other persons who may be affected by your acts or omissions at work• To ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment• To report any concerns regarding, for example, food supply, food safety/hygiene, faults, accidents, incidents, complaints or any other matter of concern in a timely manner to the manager/deputy manager/most senior person on duty• To understand your duty to whistleblow if you witness bad practice/harm to a resident etc in the home <p>Confidentiality</p> <ul style="list-style-type: none">• To ensure confidentiality of resident information and information relating to the home is not divulged to third parties in line with the home's policy/procedures and in line with GDPR requirements
Supervisory responsibility	To delegate tasks to kitchen assistants To supervise kitchen assistants To monitor that all tasks have been carried out to a satisfactory standard
Training, supervision and appraisal	<ul style="list-style-type: none">• To complete all mandatory and additional training (training may be online and/or you may be requested to attend in person) in a timely manner• To follow an induction programme and to work under supervision until adjudged competent to work unsupervised by the manager



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	<ul style="list-style-type: none">• To attend and participate in alternate monthly supervision with manager/deputy manager• To attend and participate in annual appraisal with manager/deputy manager• To attend monthly staff meetings in person or remotely At least 80% of staff meetings must be attended per year
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Qualifications:

- To have a genuine interest and respect for older people
- Knowledge of various cooking techniques and ability to prepare various ingredients such as meat, fish and vegetables and to prepare meals from fresh ingredients
- Ability to follow recipes
- Working knowledge and application of food safety and hygiene protocols
- Cleaning kitchen areas to maintain excellent food hygiene and cleanliness
- Maintaining a pantry stock record, rotating stock items and restocking pantry/fridge/freezer as necessary
- Ordering food/drink supplies when necessary
- Properly storing food items at appropriate temperatures
- Ability to complete kitchen records/schedules
- Ability to work as part of a team
- Ability to supervise kitchen assistants
- Effective verbal communication skills with residents/staff and visitors

Benefits:

- Competitive salary within the range of GBP 31,200 to GBP 35,360 annually.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a significant impact on the home needs

How to Apply: If you are a motivated and experienced professional ready to take on the challenge of managing a small and organised care home, we would love to hear from you. Please submit your resume and a cover letter detailing your relevant experience and why you are the perfect fit for this role to **info@sapphirecourt.co.uk**.