

JOB SUMMARY

Post Title	Assistant Cook						
Job Family	<i>Service Delivery</i>	Pay Range	<i>04</i>	Line Manager to others?	No	Role profile ref	<i>SD04</i>
Service Area	<i>Community Well-being and Social Care</i>						
Line Manager	<i>Senior Support Worker</i>						
Location	<i>Plean Dene Shanklin</i>						

Job Purpose
 The Assistant Cook is responsible to the Duty Senior/Manager within the Home, providing catering facilities for up to 12 clients. Meals are served daily (including Saturday and Sunday) to cater for the needs of the client. In order to provide this service the Assistant Cook will work to the required needs of People who live at the home.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
 2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
 3. To assist with the preparation of the menus and to prepare and cook meals accordingly.
 4. To ensure the maintenance of adequate stocks of food and sundries.
 5. Ensure that proper standards of cleanliness are adhered to in regards to kitchen utensils, equipment within the designated area.
 6. Ensure the correct observance of safety regulations and safety procedures generally.
 7. Attend Health & Safety training, including Lifting and handling.
 8. Responsible for reporting mechanical defects and need for repairs.
 9. To be familiar with the procedures to be followed in the event of the fire alarm and to be agreeable to attend the Home occasionally to take part in fire drills for which appropriate payments will be made.
 10. Report to the Manager all incidents including accidents whether they are to the clients or staff during the period of duty.
 11. To provide a continuous service during days off, holidays and periods of absenteeism.
 12. Follow day to day adherence to the Environmental Health Regulations assisting with Risk Assessments, temperature logging and food storage.
 13. Meeting with clients/staff to discuss the dietary needs which could be medical or cultural.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	Proven Ability to arrive to work on time and be flexible on the days of the week worked to meet operational need. Effective time management and working	x	

JOB SUMMARY

	<p>flexibly to cater for special meals for children's birthdays, events or celebrations.</p> <p>Proven ability to be self-motivated and work unsupervised as well as part of a team.</p> <p>Demonstratable ability to prepare and cook meals for a large group.</p>		
Awareness and understanding of the customer's needs.	<p>Experience of preparing and cooking meals for large groups.</p> <p>Excellent knowledge of special dietary requirements for people and ability to prepare foods to minimise contamination of allergens.</p> <p>Excellent knowledge of basic nutritional value of food groups. Using this knowledge able to prepare food that provides high nutrition and is balanced.</p>	x	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<p>An understanding of allergies and ability to cater for those with allergies.</p> <p>Proven ability to keep records required for food hygiene and food standards agency.</p> <p>Ability to advise support staff on the correct storage and preparation of food.</p>	x	
Safe and competent use of relevant equipment / tools.	<p>Experience working in a professional kitchen and ability to use kitchen appliances.</p> <p>Proven ability to identify faults with kitchen appliances and organise replacement or repair.</p> <p>Proven ability to ensure that food is stored correctly and safely.</p> <p>Proven ability to ensure that the fridge and freezers are clean and working properly through temperature recordings.</p>	x	
Knowledge of relevant health and safety procedures.	<p>The post holder must follow health and safety procedures to ensure that the kitchen is a safe working environment.</p>	x	

JOB SUMMARY

	Post holder must hold the Food Hygiene level 2 qualification. Or prepared to gain qualification Demonstrable ability to follow the homes procedures specifically related to health and safety and infection control.		
Ability to communicate clearly to build trust both one to one and with groups.	Experience communicating with a team to plan meals	x	
Ability to follow processes, carry out and review procedures, record and monitor information accurately.	Proven ability to complete records required for food hygiene and food standards agency.	x	
Basic literacy and numeracy.	Demonstrable ability to complete menu's, recordings and communicate with suppliers to order food within a cost-effective budget.	x	
Practical knowledge of ICT systems.	Ability to word.		x
Able to maintain accurate records as and when required.	Demonstrable experience completing recordings related to food hygiene such as food temperatures and fridge/freezer temperatures.	x	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.			x
Qualifications or equivalent experience	Level 2 in Food Hygiene		x

Other Requirements

Enhanced DBS

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

OR

JOB SUMMARY

The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.

The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health & safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.

All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.

Organisation Structure (optional)

- Director of Adult Social Care & Housing Needs / Assistant Director
- Service Manager / Nominated Individual
- Internal Homes Team Manager
- Registered Manager
- Senior Support Worker