



JOB PROFILE

Post Title:	Cook (CCC)
Directorate:	Health & Social Care
Responsible to:	Head Cook
Responsible for:	N/A
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Head Cook for the provision of nutritious, appetising well presented meals to all residents including community clients at the Community Care Centre, including Patients at the Hospital and other services as required and ensuring the maintenance of an organised hygienic kitchen in line with assured safe catering practices

Main Duties and Responsibilities

1. To cook quality nutritious, appetising meals and bakes for large numbers of people, taking advantage of foods in season and local availability, as well as showing an understanding of modified and special diets so that food and drink meet clients and patients' medical and cultural needs and is served attractively to suit patient wellbeing
2. Monitor and check food temperatures ensuring food leaves the kitchen at the correct temperature
3. Assist with planning meals that meets the needs of the residents/ clients
4. Work with and support Head Cook to make changes to menus as need arises ensuring a well-balanced nutritious meal is provided
5. Highlight any shortage of food to the Head Cook and Senior Managers, that will impact on the service provision, as required
6. To be conscious of wastage and not prepare excessive amounts of food
7. To be aware of and work within all policies and procedures relating to the work environment and the catering kitchen
8. Maintain stock levels and keep adequate records of all items removed from stock cupboards
9. Undertake any training that is applicable to post including mandatory training
10. To be in charge of kitchen in absence of Head Cook.



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11. Be responsible for all kitchen equipment when on duty and ensure that it is well maintained.
12. Report and action any breakdown faults or repairs of equipment to Maintenance & Supplies Supervisor/ Handymen. Ensure safe procedures in place to meet health & Safety at Work
13. To participate in social events on site , where catering for large numbers this to include cooking and providing buffets and party food and meals
14. To work early and late shifts on a 7 day rota including weekends and public holidays

Special Conditions

- Potential exposure to residents/ clients with special needs and or mental health issues
- Working with vulnerable adults
- Potential exposure to equipment that could cause burns, scalds and cuts, electrical failure
- Unsocial hours due to the requirement to work shifts
- To provide food to other services, both in-house and in the local community in the event of emergency situation

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role Including working at other locations ie Hospital



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Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	iii
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii
Decision Making: Ability to act on own initiative and apply sound logic to simple decision making and problem solving.	i
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	iii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change	i
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 2 in Literacy and Numeracy or willing to work towards	E	√	
NVQ Level 3 in Hospitality and Catering or willing to work toward gaining the qualification	E	√	
Food handling certificate or willing to work toward	E	√	
Knowledge & Experience:			
Considerable experience in cooking for large numbers of people	E	√	√
Knowledgeable of menu planning and presenting food appropriately for large numbers of people	E	√	√
Skills and Abilities:			
Statistical analysis of Information (basic level) related to food orders, quantities, volumes and waste	E		√
Ability to plan ahead and prioritise workloads to meet deadlines with good organisational skills	E		√
Ability to be creative when planning meals	E		√
Good interpersonal skills	E		√
Ability to maintain confidentiality at all times	E		√
Ability to work without direct supervision and use judgement to make relevant decisions	E		√
Ability to make decisions within own role and apply sound logic to simple decision making e.g. second choice in menu items for clients.	E		√
Be a good listener and have good communication skills to be able to communicate clearly and effectively orally or by a method that is understood by all residents	E		√
Ability to apply objective judgement	E		√
Ability to work to high standards	E		√
Ability to empathize with older people	E		√



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Other:			
Self-motivated	E		√
Be a team player	E		√
Be honest and trustworthy	E		√
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.