



**National Star**

Realising the aspirations  
of people with disabilities

## JOB DESCRIPTION

### **Cook (Long Term Living)**

#### **ORGANISATION RESPONSIBILITIES**

**Reports to:** Registered Manager

**Liaises with:** Residents  
Management & Facilitator Team

#### **MAIN PURPOSE OF JOB**

To lead in the provision of excellent catering services residents' and National Star's expectations.

In liaison with residents and the Ledbury Road team plan and formulate healthy and nutritious menus within an agreed budget. Prepare, cook, present and store food which is of high quality and overall prepared made from healthy ingredients. To ensure high standards of hygiene and record keeping are maintained.

#### **PRIMARY TASKS**

- Work with residents, the management team and Facilitators to write menus which are healthy, nutritious and cost effective.
- To seek necessary knowledge of specialist diets and allergens, delivering high quality meals to residents.
- Plan food preparation to the meet the individual needs of all residents.
- Work in a safe and efficient manner, always observing health and safety guidelines.
- Ensure high standards of hygiene and cleanliness are adhered to in line with current legislation and guidance from environmental health and care standards.

- To adhere to and comply with organisation policies and procedures at all times
- To be aware of COSHH regulations and use appropriate protective equipment when using chemicals
- Ensure correct stock rotation is carried out whilst ensuring cost efficient ordering of food supplies.
- Maintain records including fridge temperatures, menu alterations and other environmental or inspection requirements. Raising any errors or additional work needed with the registered manager immediately.
- Support special functions/activities which may be outside normal working hours
- Undertake mandatory and job-relevant training and attend team meetings
- Attend supervision, appraisal or training as appropriate.
- Adhere to any rota/schedules laid down by the registered manager
- Support the ethos of the organisation and be fit to work with vulnerable adults
- To show commitment to your role and be a positive ambassador for NS and project a willing and helpful attitude whilst at work.
- Through personal example, and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Promote the organisations Health and Safety at Work policy and procedures and ensure these are implemented effectively within the department.
- Undertake any other duties which may reasonably be requested by the Registered Manager.

### **Our Vision**

A world in which people with disabilities are able to realise their potential as equal and active citizens in control of their lives.

### **Our Mission**

To enable people with disabilities to realise their potential through personalised learning, transition and destination service.

## **EQUALITY & DIVERSITY**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

## **HEALTH & SAFETY**

Promote the organisation's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

## **SAFEGUARDING**

The organisation takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

**Person specification – Cook**

	<b>Essential</b>	<b>Desirable</b>
<b>Previous experience</b>	<p>Experience of food preparation and food hygiene.</p> <p>Experience of working within agreed budgets</p>	<p>Experience of cooking in a commercial or industrial setting.</p> <p>Experience of cooking for group of people.</p>
<b>Education/Knowledge</b>	<p>Reasonable written English</p> <p>Able to follow written safety instructions.</p> <p>Basic knowledge of Nutrition.</p>	<p>Basic Food hygiene Certificate 706/1, 706/2 or equivalent</p> <p>Good knowledge of nutrition Knowledge of current food related legislation</p> <p>Understanding of environmental health requirements</p>
<b>Skills</b>	<p>Able to produce high quality, nutritious and attractive food.</p>	<p>Ability to involve residents in food preparation.</p>
<b>Personality</b>	<p>Good team player with communication skills.</p> <p>Positive approach to work.</p> <p>Self-motivated</p>	<p>Interested in increasing students knowledge of food and nutrition</p>
	<p>Sensitive to the needs of students</p> <p>Energetic and enthusiastic</p> <p>High motivation</p> <p>Able to work unsupervised</p> <p>Being receptive to feedback, willing to learn, embracing continuous improvement</p>	

<b>Personal circumstances</b>	Able to work on a shift pattern to suit the requirements of the students	
<b>Other</b>	Commitment to Equality & Diversity Support the ethos of the college & be fit to work with vulnerable adults and children.	