

# Job Description & Person Specification



<b>Job Title</b>	Cook in Charge
<b>Division/Location</b>	Care Catering
<b>Reporting to</b>	Account Manager
<b>Weekly Hours</b>	As advertised
<b>Grade/Salary</b>	

<b>Job Description</b>
<b>The Role:</b>
To provide an efficient catering service within a Care facilities environment ensuring the highest standard of customer service is delivered.
<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• To provide an excellent customer service by recognising the priorities as set out in the service level agreement.</li> <li>• Menu planning within the approved Norse Group and client guidelines.</li> <li>• The preparation, production and cooking of meals.</li> <li>• The presentation and service of meals where necessary.</li> <li>• Purchase of food and cleaning materials through Norse group authorised suppliers.</li> <li>• Stock Control.</li> <li>• Kitchen organisation and management.</li> <li>• Staff “on the job training”.</li> <li>• Use and care of equipment including the reporting of faults.</li> <li>• To manage and maintain staff and kitchen hygiene regulations.</li> <li>• To ensure compliance with Health and Safety at work procedures.</li> <li>• To complete all records and returns as required.</li> </ul>
<b>Other Duties</b>
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Knowledge of Health and Safety regulations.	Essential	AF/I
	Food Hygiene certificate	Desirable	AF/I
	Catering/Cook Management training and/or extensive work experience	Essential	AF
<b>Experience</b>	Previous experience within a similar role ideally in a care facilities environment	Desirable	AF/I
	Team management experience	Essential	AF/I
<b>Skills/Abilities</b>	Excellent customer service skills.	Essential	AF/I
	Ability to work on own initiative and part of a wider team.	Essential	AF/I
<b>Other Requirements</b>			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	