

# 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>	
<b>Grade/Salary</b>	Care NJC Hourly

## Job Description

### The Role:

To provide an efficient catering service within a Care Home environment ensuring the highest standard of customer service delivered.

### Main Responsibilities

- Provide an excellent customer service by recognising the priorities as set out in the Service Level Agreement (SLA).
- Menu planning within the approved Norse Group and client guidelines.
- Preparation, production and cooking of meals.
- Presentation and service of meals where necessary.
- Purchasing of food and cleaning materials through Norse Group's authorised Suppliers.
- Stock control.
- Kitchen organisation and management.
- Staff 'on the job' training.
- Use and care of equipment including the reporting of faults.
- Manage and maintain staff and kitchen hygiene regulations.
- Ensure compliance with Health and Safety at Work procedures.
- Complete all records and returns as required.

### Other Duties

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 will focus on the delivery of high standards in all that we do.

**Innovation** – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

**Respect** – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

**Trust** – We will be transparent, accountable and take ownership of our responsibilities.

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

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	Desirable	AF/I
<b>Experience</b>	Previous experience within a similar role	Desirable	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 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</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:	