

Job Description & Person Specification



Job Title	Assistant Cook
Division/Location	Care Catering
Reporting to	Cook in Charge
Weekly Hours	
Grade/Salary	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

- Deputise in Cook in Charge's absence
- Preparation, cooking and service of meals.
- Purchasing of food and cleaning materials through Norse Group's authorised Suppliers.
- Kitchen organisation and management.
- Staff 'on the job' training in the absence of the Cook in Charge.
- Use and care of equipment.
- Adhere to staff and kitchen hygiene regulations.
- Comply with Food Hygiene, Health and Safety and QA procedures.
- Complete all records and returns as required in the absence of the Cook in Charge.

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)
Qualifications/ Knowledge/ Training	Knowledge of Health and Safety regulations, including the Food Safety Act	Essential	AF/I
Experience	Previous experience within a similar role	Desirable	AF/I
Skills/Abilities	Excellent customer service skills	Essential	AF/I
	Excellent communication skills, both written and verbal	Essential	AF/I
	Ability to work on own initiative and part of a wider team	Essential	AF/I
Other Requirements			

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

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 & Safety at Work Act (1974) and associated Company policy and procedures.

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.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:		Date:	
Employee Signature:			

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