**JOB DESCRIPTION**

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| **1.** **JOB DETAILS** |  |
| **Job Title:** | Cook |
| **Location:** | Very Sheltered (VSH)/Housing with Care (HWC) Development |
| **Team/Directorate:** | Care SBU |
| **Responsible To:** | VS/HWC Manager |
| **Responsible For:** | N/A |
| **Indirectly Responsible For:** | Cleaner/Development Assistant |

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| 2. JOB PURPOSE |  |

As a cook, you will plan, and produce nutritional meals for customers in accordance with the resident’s service schedule and maintain high standards of Food Safety and Hygiene at all times.

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| 3. KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES |

**3.1** The cook will:

* Create appealing, nutritional meals for the client group and other Hanover Customers.
* Produce and plan menu choices considering any relevant allergies and/or special diets.
* Consult customers, including attending customer meetings, and action feedback.
* Follow current COSHH, Health Protection Scotland and Food safety guidance.
* Follow and maintain accurate HACCAP records with regard to food delivery and hygiene.
* Deliver a Catering service within allocated budgets and report any additional requirements to your manager.
* Adhere to and satisfy Environmental Health, Food Regulatory conditions, and other auditors.
* Monitor food quality and suppliers’ performance.
* Supervise Cleaner/Development Assistant and agency staff, within the catering areas.
* Provide ancillary cleaner assistance should the service require this to maintain standards.

# 3.2 Key Relationships – Internal & External

**Internal**

* Provide support and guidance to Cleaner/Development Assistants/agency staff.
* Develop and maintain relationships with Support Workers.
* Accept support and guidance from VS/HWC managers.
* Accept support and guidance from Care Manager.

**External**

* Develop and maintain relationships with Customers and families to review practice.
* Develop relationships and Monitor Suppliers for quality purposes.
* Work with and monitor Contractor’s performance.
* Work with external Environmental Health Officers.
* Work with and monitor external agencies' work performance.

# 3.3 Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to.
* Comply with safe working practices as defined by Hanover.
* Complete online training as and when required.
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.4 General

* Be aware of and always adhere to Hanover’s policies and procedures.
* Take part in performance reviews and one-to-one meetings with your manager throughout the year.
* Cooperate with other Hanover departments to achieve good outcomes for our customers, colleagues, and contractors.
* Attend training courses and complete online training modules as required to meet the requirements of the post.
* Take responsibility for own personal development, seeking out opportunities to learn new skills.
* Undertake any other duties as requested by management that are reasonably deemed to be within the scope of the role or necessary for the smooth running of the business.
* Be an ambassador of Hanover’s values and behaviours at all times and demonstrate high levels of integrity in the course of your duties.

**3.5 Other**

* Always apply Hanover’s values and behaviours to every aspect of the role
* Protect and enhance the interests and reputation of Hanover internally and externally.
* Act as a role model and always treat colleagues and customers with integrity and respect.
* Comply with Hanover’s Code of Conduct.

**COOK**

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and specific training** | Hold or be willing to obtain REHIS Elementary and Intermediate Food Hygiene certificates. | City and Guilds Catering qualification or equivalent  REHIS Intermediate certificate is desirable for part-time posts. |
| **Experience** | Substantial experience in a catering role. | Demonstrable experience in catering to vulnerable groups. |
| **Knowledge** | Detailed understanding of nutrition and dietary requirements  Understanding of Health and Safety awareness, including identification and reporting of hazards and minimising risks. |  |
| **Skills** | Developed skills in planning, preparation and serving of good quality, wholesome meals.  Basic IT skills including ability to use the Association’s Intranet, documents, and emails.  Basic Administrative skills in menu planning, ordering and stock control. |  |
| **Personal attributes** | Ability to work individually and as part of a Team.  Ability to communicate appropriately with all customers. | To have a flexible approach to work |
| **Additional requirements** | This post is subject to enhanced criminal records disclosure via Disclosure Scotland  This post can be physically demanding |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**