



## Cook/Food Safety Officer

### Job Description:

- Responsible to:** Registered Manager
- Hours:** Full-time 8AM to 4PM (Minimum 37.5 hours per week)  
Occasional Saturday off duty possible by arrangement
- Location:** Brightside Manor, Cardiff
- Salary:** £8.00 per hour plus enhancements
- Disclosure:** This position is subject to a 13 week probationary period, satisfactory references and an enhanced DBS check and subsequent re-checks.

### **Job Purpose:**

To be responsible and manage all aspects of food preparation and serving in a safe and efficient manner.

The objectives are:

- Ensure compliance with Food Safety Procedures
- Consult and work with the home's in-house nutritionist on the nutritional needs of residents
- Contribute towards improving the well-being and quality of life of residents
- Deliver resident satisfaction through home cooked meals.

### **Main Duties:**

1. To ensure protective clothing, head gear and other protective items as appropriate are worn in the kitchen at all times
2. To prepare and cook delicious and well-balanced meals according to cultural, religious and dietary needs as in planned Menus.
3. To serve continental breakfast and clear the tables every morning on weekdays
4. To cook and serve traditional full breakfast on weekends .
5. To present food in a manner to enhance residents' appetite.
6. To prepare food and serve in a timely manner.
7. To prepare buffet food for residents' birthdays and any other upcoming events.
8. To dispose waste in a prescribed manner ensuring that the kitchen is left as a safe and clean environment.

### **Professional duties:**

9. Prepare food safely in a clean and sanitized kitchen with clean and various sanitized equipment.
10. Ensure all kitchen cleaning duties undertaken are recorded daily on appropriate cleaning chart.
11. Ensure all cooked food have reached legal cooking temperature by using a probe thermometer and record result.
12. Ensure all fridges and freezers temperature readings are taken at stipulated times and recorded on appropriate temperature log.

13. Report any fault identified on any equipment to the manager promptly.
14. To prepare list of goods and food ingredients required on a weekly basis.
15. To contribute with menu planning according to season.
16. Liaise with manager or the Nutritionist on a daily basis to be informed of any changes in residents' nutritional needs.
17. To inform manager of any shortage or surplus stock.
18. To be sympathetic and understanding when serving the residents.
19. To ensure that work practices are in compliance with the Home's policies and procedures and comply with Health and Safety and Food Safety rules and regulations.
20. To attend to staff Supervision as required
21. To undertake other tasks commensurate with the position as required
22. To attend and contribute to staff meetings

## **EDUCATIONAL**

- To attend all mandatory training courses as required
- To participate in in-service training schemes
- To participate in implementing and maintain Quality Assurance System and policies and to familiarise with all approved procedures
- To enrol in E-Learning courses and use this method to learn for personal development  
To read the information contained in the Home's safe working procedures with regards to Health and Safety as well as other training information

## **Person specification**

<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/training</b>		
Level 2 Food Hygiene & Safety qualification and possess ability to maintain food management system for the organisation Level 2 SOVA qualification	✓	✓
<b>Experience</b>		
Working with people with long term conditions and/or mental health needs		✓
Working with vulnerable adults with multiple needs		✓
<b>Knowledge</b>		
Different long term conditions and mental health problems and how people can be effectively supported		✓
Vulnerable groups and their needs	✓	
Dietary, cultural and religious needs of individuals	✓	
Health and social care services and the voluntary sector		✓
Good verbal and written communication skills	✓	
	✓	
<b>Other qualities</b>		
Caring, compassionate and person-centred approach	✓	
Enthusiasm and motivation	✓	
Personal organisation and time management	✓	
Ability to work with minimum supervision, use own initiative and make appropriate decisions	✓	
Ability to work under pressure and meet deadlines and targets	✓	
<b>Aptitude</b>		
Leadership skills and Team work	✓	
Problem solving	✓	