**JOB DESCRIPTION**

**Job Title:** Cook Supervisor

**Responsible to:** Catering Services Manager

**Date**: June 2020

**Job Purpose**

To prepare cooked breakfast, lunch and evening meal for residents and make adjustments to food items to accommodate residents with allergies or specific dietary concerns. Operate various kitchen appliances such as an oven, grill, deep fat fryer, dishwasher, etc.

To work with the Catering Services Manager to devise new healthy menus and work with the Catering Services Manager to oversee the Catering staff including apprentice.

To take part in a seven day week rolling rota and be the ‘go to’ person when on shift for the residents, care staff and others to ensure a smooth running kitchen with people’s needs at heart.

**Specific Duties and Responsibilities**

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| **Food Preparation*** Provide for special dietary requirements where necessary, and take into account the preferences of individual residents.
* To prepare nutritional food and beverages to a high standard and promptly in accordance with agreed mealtimes

**Communication*** Liaise with the Catering Services Manager, Care Services Managers, Care staff and all Catering Staff to ensure that there is a whole team approach.
* Participate in Staff and residents’ meetings as and when required.

**Training & Development*** Supervise and instruct Kitchen Staff Members in the use of all equipment and hygiene procedures, giving help and guidance where appropriate.
* Maintain professional knowledge and competence.
* Attend mandatory training days/courses, on or off site, as and when required.

**Health & Safety*** Ensure statutory Health and Safety standards in the kitchen and dining areas.
* Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area and the dining areas is carried out effectively.
* To monitor stock control and to ensure proper stock rotation of foodstuffs to minimise wastage, and to dispose of promptly any foodstuff found to be past “sell-by” dates for any reason.
* To maintain a high standard of hygiene and cleanliness in the kitchen and food storage areas always, in accordance with the appropriate Food Hygiene Regulations.
* To implement safe working procedures and practices in accordance with Health & Safety legislation.
* To ensure safe operation and maintenance, as needed, of all kitchen equipment.
* To assist in the monitoring and recording of refrigerator, cooler and freezer temperatures in accordance with Environmental Health requirements.
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**General Duties and Responsibilities**

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| To adhere to existing working practices, methods, procedures, COSHH, hygiene and fire regulations; undertake relevant training and development activities and to respond positively to new and alternative systems. |
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| To co-operate in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. |
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| To maintain confidentiality and observe data protection and associated guidelines where appropriate. |
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| To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |
| Positively support equality of opportunity and equity of treatment to colleagues and residents in accordance with the Equal Opportunities Policy. |

**Signed: …………………………………….. Date: ……………………….**

**PERSON SPECIFICATION – COOK SUPERVISOR**

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|  | ***ESSENTIAL*** | ***DESIRABLE*** | ***METHOD OF ASSESSMENT*** |
| **EXPERIENCE** | * Experience of working in a busy commercial kitchen
 | * Experience working in a care home or similar setting
* Supervisory experience in a commercial kitchen
 | Application/Interview |
| **QUALIFICATONS/ KNOWLEDGE** | * Thorough knowledge of food hygiene regulations
* Good knowledge of health and safety regulations in a kitchen
* Knowledge of kitchen equipment
 | * Minimum Level 2 Food Safety
 | Application/Interview |
| **SKILLS** | * Culinary skills
* Excellent organisational skills
* Good verbal and interpersonal communication skills
* Able to work independently and within a team
* Enthusiasm and Creativity
* Self-motivated and flexible
* Able to work under pressure and prioritise tasks
 |  | Application/Interview |
| **OTHER** | * Ability to work flexibly over a seven day week according to a staff rota
* A positive can-do attitude
* Shares the values of SJMT
 |  | Application Interview  |