



**Mead Medical Services Ltd**

**Job description**

<b>JOB TITLE:</b>	Assistant Cook
<b>REPORTING TO:</b>	Cook
<b>JOB PURPOSE:</b>	To assist in, and in the absence of the Cook, to take responsibility for the production of balanced nutritional meals of a high quality, suitable for the service users, within an approved budget. To maintain high standards of cleanliness and hygiene in line with current regulations.

**Qualifications and Skills:**

- ❖ Holds or working towards appropriate City and Guilds certificate
- ❖ Basic food hygiene certificate
- ❖ Good communication and organisational skills.
- ❖ Team player
- ❖ Ability to work on own initiative
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

**Desired:**

- ❖ Previous supervisory experience
- ❖ Experience of food preparation in a “care environment”

**Main Responsibilities:**

Food preparation:

1. To prepare, cook and serve hot and cold meals as and when required.

### Management of the kitchen:

1. To assist with menu planning within budget, in conjunction with the Manager and Cook and taking in account the needs and preferences of the Service Users.
2. In the absence of the Cook, to order supplies and to be conversant with their safe storage. To ensure that all food is prepared and stored safely adhering to any requirements from the Environmental Health and SCSWIS.
3. To use ingredients appropriately with attention to fresh food in season and to produce appetising meals for the Service Users paying particular attention to presentation and nutritional value.
4. To maintain the cleanliness of the kitchen and serverys.
5. In the absence of the Cook to ensure that the kitchen is staffed adequately.

### Communications:

1. Liaise with the Manager when planning and costing menus.
2. Participate in staff and Service Users meetings, as and when required.

### Training and developing:

1. Ensure all staff members know how to use the appropriate equipment and comply with hygiene procedures, giving help and guidance where appropriate.
2. Attend mandatory training days/courses, on or off site, as and when required.
3. Maintain and improve professional knowledge and competence.

### Health and safety:

1. Maintain and record accurate records of the fridge and freezer temperatures and also the cooking and serving temperatures of meals
2. Ensure that all equipment and crockery is cleaned and stored appropriately.
3. Ensure that the overall cleaning of the kitchen and servery areas is carried out effectively.
4. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
5. Ensure that all relevant Health and Safety standards in the kitchen and dining areas are met.
6. Report to the Home Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
7. Report immediately to the Home Manager or person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Home.
8. Promote safe working practice in the care home.

Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from you Manager before communicating such information.

General:

1. Notify the home manager or the person in charge as soon as possible of your inability to work and also on your return to work from all periods of absence.
2. Ensure the security of the care centre is maintained at all times.
3. Adhere to all company policies and procedures relevant to this role within the defined time scales.
4. Ensure all equipment is clean and well maintained.
5. Carry out any other tasks that may be reasonable assigned to you.

At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign; print your name and date below to indicate your acceptance of this job description.

Signature: .....

Name:..... Date:.....