



Job Description

POST:	Cook
LOCATION:	Stonehill Lodge, Derby
RESPONSIBLE TO:	Service Manager (or nominee)
DBS CHECK:	This post is subject to Adult Workforce Regulations

JOB PURPOSE:

To prepare a main meal and light tea for the people who live in Stonehill Lodge our 9 bed supported housing service.

Provide nutritious, varied and well-balanced meals that are safely and hygienically prepared and served.

To maintain a high standard of cleanliness and hygiene.

KEY RESPONSIBILITIES

- To prepare and cook meals for the people who live at Stonehill Lodge and provide the opportunity for the residents to be involved in the planning and preparation of meals.
- To get to know our residents and respond to any special dietary requirements or preferences, promoting choice, dignity and respect.
- To work in conjunction with staff to co-ordinate meal plans and order necessary groceries.
- To ensure that Stonehill Lodge is a happy, welcoming, safe and homely environment for all residents.
- To keep all areas of the service to a high standard of cleanliness maintaining a clean and hazard free kitchen and store cupboard environment, following COSHH standards.
- To work within a team to promote the social and physical wellbeing of clients.
- To have a good all-round knowledge and understanding relating to kitchen hygiene and Food Hygiene.
- To keep accurate and up to date records in line with Health and Safety and Food Hygiene requirements all times.

- Undertake such other duties, as may be required from time to time to maintain or enhance P3's services.

Development

- Undertake the P3 Staff Induction Programme and other development opportunities relating to your role and the service.
- Assist, as requested, in the induction and training of new staff, students and volunteers.
- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.

General

- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to clients are fulfilled.
- To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with P3 policies, procedures and guidelines, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.
- You will be required to fulfill your role by fully implementing and adhering to P3 Policies and Procedures.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

P3
PERSON SPECIFICATION
Cook

	Essential	Desirable
<p>Values</p> <p>Must be able to demonstrate the following values:</p> <ul style="list-style-type: none"> ▪ Promotion of equality of opportunity for people who have experienced oppression and disadvantage in their life opportunities. ▪ Recognise and value all aspects of diversity. ▪ Honest and reliable. ▪ Understanding of and commitment to the importance of accessing training, learning and development opportunities. ▪ Understanding of those who use our services being enabled to have greater opportunities to exercise their rights. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience</p> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> ▪ Experience of preparing and cooking meals. ▪ Experience of working in a kitchen environment. 		<p>✓</p> <p>✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> ▪ An awareness of the needs of people who use our services and the effects mental health difficulties has on individuals. ▪ Knowledge of health and safety legislation and requirements. ▪ Knowledge of Food Hygiene legislation and requirements. ▪ Basic understanding of computers. 	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Skills and Abilities</p> <p>Must have effective communication and interpersonal skills.</p> <p>Able to work on own initiative.</p> <p>Flexibility with regards to work additional hours as necessary.</p> <p>Able to work as an integral member of a team.</p> <p>Must have ability to maintain accurate records in line with Health and Safety, Food Hygiene and COSHH requirements.</p> <p>Must be able to respond flexibly to the needs of clients.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Qualifications</p> <ul style="list-style-type: none"> ▪ NVQ Competencies in cooking/catering. ▪ Basic Food Hygiene Certificate 		<p>✓</p> <p>✓</p>