

JOB DESCRIPTION

Job Title	Assistant Cook
Accountable to	Head Cook/Chef
Location	Belong

KEY OBJECTIVES

- Ensure that services provided meet with national and organisational standards and uphold the core values of Belong.
- Undertake under the supervision of the cook's, the preparation, cooking and service of food within the catering operation.

SUPPORTING OBJECTIVES

Service Delivery

- Undertake the preparation, cooking and service of food within the catering operation inc. simple foods and snacks.
- Provide meals which take into account individual dietary needs and preferences.
- Undertake cooking duties, according to the work schedules as part of the catering team.
- Undertake cleaning tasks allocated, according to the work schedules as part of the catering team.
- Control of hygiene within the kitchen ensuring that the kitchen area conforms with Environmental Health and Health & Safety regulations and in accordance with Belong policies and procedures.
- Reporting of all maintenance defects.
- Support the cook's by responding to residents' complaints.
- Support residents with responses to requests.
- Report observations and changes to residents well being to the appropriate household staff.

Team Participation

- Contribute positively to the effectiveness and efficiency of the team.
- Develop good working relationships with staff in the village and outside agencies.
- Ensure that the village is a safe place to live, work and visit following health & safety procedures.
- Respond to emergencies as appropriate.
- Undertake any other reasonable tasks as directed by line manager.

Learning & Development

- Undertake learning and development activities that have a legal or organisational requirement.
- Keep up to date with best practice as part of an on-going personal development plan.
- Act as a mentor for any new staff as requested by the Catering Manager.

PERSON SPECIFICATION**JOB TITLE:** Assistant Cook

FACTORS	ESSENTIAL	DESIRABLE
Skills & Abilities	<ul style="list-style-type: none">• Numeracy & literacy skills to enable the completion of stock taking duties and work schedules.• Ability to undertake training relevant to role.• Ability to organise kitchen operations in the absence of the cook's.	<ul style="list-style-type: none">• Ability to operate cleaning & catering equipment.
Previous Experience	<ul style="list-style-type: none">• Previous non-domestic catering experience.	<ul style="list-style-type: none">• Experience and of working in a care setting.
Qualifications/knowledge	<ul style="list-style-type: none">• Basic Food Hygiene.• Training in aspects of cleaning or catering practice.	
Personal Qualities	<ul style="list-style-type: none">• Flexible.• Able to work as part of a team.	
Special Requirements		