



# Cook

Reports to: Registered Manager and Deputy Manager



**HERITAGE**  
- CARE HOMES -

Please note that this role may require occasional work at other homes across the Heritage group.

## Key Responsibilities:

### Cooking

- Preparing breakfast for residents
- Making a cooked breakfast for those that have requested
- Ensuring that all meals are ready at the appropriate time
- Cooking at least two main options for lunch each day with vegetables
- Preparing desserts for both lunch and supper
- Making the sandwiches for supper
- Ensuring that a fresh cake is baked for a residents' birthday or for any other occasions as requested

### Other

- Ensuring cleaning is completed in line with the cleaning rota
- Using the appropriate kitchen protocols are followed consistently
- Delegating appropriate work to the kitchen assistant as required and monitoring that this has been carried out to a satisfactory level

### Supporting the Manager

- Preparing a menu in conjunction with the residents likes and dislikes
- Changing the menu's on a regular basis
- Ensuring that all food orders are requested on time and within an agreed budget

### Training and Personal Development

- Participating in a full induction before starting work
- Familiarising yourself and complying with our policies and procedures
- Attending training sessions when requested (Health and Safety, Infection Control, Food Hygiene, SOVA, Fire Safety etc.)
- Participating in supervision sessions with the manager once a month and appraisals once a year
- Identifying your own training needs
- Attending and contributing to monthly staff meetings

### Health and Safety

- Applying Health and Safety regulations and Fire Safety practices in the kitchen
- Taking responsibility for your own health and safety and that of others who may be affected by your acts or omissions
- Being fully aware and compliant with infection control policies and procedures and the appropriate hand hygiene technique
- Ensuring that all Food First records are maintained and updated when necessary
- Reporting any faults, damaged equipment, faulty appliances, any potential hazard to the Home Manager

### Infection Control

- To ensure that the home follows the proper infection control procedures
- To ensure that the service users bedrooms are free from dust and any concerns are to be reported to the domestic team and the Management
  - To ensure that the cleaning schedules are completed by domestic staff and care assistants
  - To ensure that any clinical waste is disposed of in the appropriate bins

### Personal Specification

#### Essential

- Previous experience as a cook
- Able to work under pressure
- Good communication skills
- A genuine interest in working in a care home for the elderly

I acknowledge that I have read and understood this document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW**



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