



Job Description

Cook/Chef

Park View, Newcastle upon Tyne



St Martins Care

Homely, Compassionate Care

Park View

Park View, Feetham Avenue, Forest Hall, Newcastle upon Tyne, NE12 9QN.
Tel 0191 266 0998 / 0191 467 0014 Email park.view@smcgroup.co.uk www.smcgroup.co.uk



Job Description

Cook/Chef

Main Purpose

To assist in, and take responsibility for, organising and controlling the efficient and economic production of quality food within the allowed budget, whilst maintaining high standards of cleanliness and hygiene in line with EHO regulations.

Responsible to

Home Manager/Head Chef.

Main Duties

1. Prepare, cook and serve hot and cold meals.
2. Provide for special dietary requirements where necessary
3. Take into account the preferences of individual residents.
4. Assist in planning / costing menus in order to provide a balanced nutritious diet, making the best use of available fresh foods.
5. Maintain accurate records of food supplies, and freezer / fridge temperatures
6. Ensure stock rotation. Assist in the ordering of stocks and checking of deliveries, and check and value stocks as required by the Home Manager
7. Supervise and instruct Kitchen Staff Members in the use of all equipment and hygiene procedures, giving help and guidance where appropriate
8. Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively
9. Ensure statutory Health and Safety standards in the kitchen and dining areas.
10. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
11. Participate in Staff and resident meetings.
12. Maintain and improve professional knowledge and competence.
13. Attend all mandatory training days/courses, on or off site, as and when required.
14. Understand, and ensure the implementation of, the Home/Care Centre's Health and Safety policy, and Emergency and Fire procedures.
15. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
16. Promote safe working practice in the Home/Care Centre.
17. Promote and ensure the good reputation of the Home/Care Centre.
18. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
19. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
20. Ensure the security of the Home/Care Centre is maintained at all times.
21. Adhere to all Company policies and procedures within the defined timescales.
22. Ensure all equipment is clean and well maintained.
23. Carry out any other tasks that may be reasonably assigned to you.

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This list is not exhaustive and only outlines main duties other reasonable duties may be requested by the Manager.

This document will be reviewed annually at the time of performance review.

I acknowledge the receipt of the above job description.

Name _____ Signature _____

Date _____

Once signed, kindly return to the administration department for filing and photocopying.
One copy will be retained in your personnel file and the other is for your personal reference.



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