

JOB DESCRIPTION -COOK

Responsible to: Registered Manager

Purpose of Position: To prepare, cook and serve nutritionally balanced and attractively presented meals within controlled hygienic environment.
To supervise all staff working in the kitchen area or dining room.
To ensure all purchases are controlled within a specified budget.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principal Responsibilities

- Draw up varied menus which incorporate choice, are balanced and which are suitable to special diets, such as low fat, diabetic or those as a result of religious beliefs.
- Ensure that seasonal fresh fruit and vegetables are used when ever possible.
- Cater for special occasions within the home
- Control stocks and purchases thereby allocating the quantity of materials.
- Keep the purchase of materials within allocated budgets
- Prepare, cook and serve meals. Clear and wash up with the assistance of other staff.
- Ensure that the kitchen hygiene and safety rules are observed by all staff.
- Ensure that all kitchen staff clean the kitchen after use and at the end of each shift leave the kitchen in a clean and hygienic state.
- Ensure that fridge / freezer and food temperatures are tested and recorded daily
- Ensure that all kitchen staff operate within the requirements of current legislation.
- Maintain the kitchen equipment as specified by respective manufacturers
- Supervise and help train junior or inexperienced staff in catering duties.
- Attend discussions/meetings/trainings organised by the home and/or Head Office.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____