

JOB DESCRIPTION - ASSISTANT COOK

- Responsible to:** Registered Home Manager
- Purpose of position:** To prepare, cook and serve nutritionally balanced and attractively presented meals within a controlled hygienic Environment.
- Values:** To promote and adhere to the Greensleeves Care Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Ensure that seasonal fresh fruit and vegetables are used whenever possible.
- Cater for special occasions within the home.
- Prepare, cook and serve meals. Clear and wash up after meal preparation.
- Ensure that the kitchen hygiene and safety rules are observed.
- Ensure that the kitchen is cleaned 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 you are operating 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 organized 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.

JOB DESCRIPTION - Assistant Cook

Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____