

Job Title: Residential Care Home Assistant Cook

Post Number:

Service / Section: Adult Services

Grade: 2

Overall Job Purpose:

Together with the Cook, ensure that high food preparation standards are maintained and that Environmental Health Requirements for the home and current Food Safety legislation are implemented.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

Assist with the preparation, cooking and serving of meals

Be aware of any special diets that may be required

Under the direction of the Cook, help to prepare meals for the Care Home's residents

Help the Cook to bake cakes for afternoon tea if required

Undertake general tasks in the kitchen and dining room such as setting and cleaning the tables, washing dishes, serving food, etc.

Ensure that the kitchen and related areas fully comply with Health and Safety at Work legislation

Ensure that the kitchen and dining areas comply with statutory Health and Safety standards

Wash dishes after meals. Ensure that all dishes and equipment are clean and stored appropriately and that the kitchen area (and where applicable, the dining areas) are cleaned effectively

Help to check equipment and food temperatures, as directed

Inform the Manager or Person in Charge of the Home of any illness of a contagious nature or accident suffered by a Client, colleague, yourself or another person

Attend and take part in staff meetings and attend all compulsory training as required

Attend supervision and appraisal meetings, ensuring that you have prepared for these meetings if required

Communicate effectively with other staff, relatives and visitors, including visits by professional agencies concerning residents

Understand and ensure that the Home's Health and Safety, Disease Control and Hygiene policies are implemented, as well as Emergency and Fire Procedures

Inform the Home's Manager about any defective apparatus, furniture or equipment that is damaged and any possible dangers

Take part in Client meetings as required

Be familiar with all current policies and procedures and understand your duty to comply with them and implement them as required

Wear the uniform provided with plain black trousers and sensible flat shoes on all occasions

Respect residents' confidentiality at all times

Ensure that all domestic work records are completed after each shift in the appropriate books

Maintain a clean kitchen and storage cupboard

Maintain and keep the kitchen clean and free from dangers and ensure that cupboard storage environments comply with COSHH

Person Specification:		Essential (E) Desirable (D)
<u>Education and Training</u>		
1. Basic Food Hygiene 2. NVQ Level II in Cooking or equivalent 3. Good Grades GCSEs to include Cookery.		E E D
<u>Experience</u>		
1. Previous experience in Catering Environment.		E
<u>Key Qualities</u>		
1. Verbal communication skills 2. Ability to write reports and to compile Imaginative menus 3. Willingness to attend training 4. High standard of culinary skills 5. Ability to motivate and supervise the catering team 6. Knowledge of Health and safety.		E E E E D D D

7. Fluent in Welsh and English	
<u>Personal Attributes</u> 1. Neat, Tidy and Clean appearance 2. Ability to plan catering tasks methodically and achieve a high standard of service Approachable and friendly manner 3. A person close to him/her and friendly 4. Flexible approach 5. Physically fit	E E E E E

Position in the Organisation:

Reports to:	Residential Care Home Manager
Staff Supervised:	0

Working Arrangements and Conditions:

Working Week:	As and when required
Identified Work Base:	Anglesey
Contracted Hours:	0

Language Requirements

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
English Language Skills (Please see the skills framework attached)						

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document:

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision