

## Job Description

<b>Post Title:</b>	Cook
<b>Salary:</b>	£11.50 per hour
<b>Hours of work:</b>	19 hours per week – Tuesday, Wednesday, Thursday (additional days may be required on occasions)
<b>Location:</b>	Bright Hope House, Swannington
<b>Responsible to:</b>	Care Services Manager
<b>Leave:</b>	25 days annual leave (pro rata) plus bank holiday allowance

### KEY TASKS & RESPONSIBILITIES

- To plan weekly menus and purchase/collect/order ingredients as necessary
- To prepare and cook a 2-course, nutritious home cooked lunch for approximately 12-20 people each day.
- To provide catering, as requested, for other persons who may be using the building other than for day care purposes.
- To supervise any kitchen assistant/volunteers on duty.
- To cater for special dietary needs where appropriate.
- To manage a food budget within agreed guidelines.
- To ensure that a high standard of quality, quantity and appearance of meals is maintained, using fresh and seasonal produce wherever possible.
- To ensure all washing/clearing up is carried out after each meal.
- To maintain high standards of cleanliness and hygiene following the charity's cleaning schedule.

### General

- To ensure that all activities carried out are safe and appropriate and within the boundaries of the Health & Safety at Work Act/Environmental Health Act
- To ensure that all relevant documentation is complete and updated, such as "Safer Food, Better Business".
- To demonstrate a good knowledge of allergens information and what documentation has to be completed around these.
- To work according to policies and procedures of Bright Hope in North West Leicestershire.
- To respect and observe confidentiality.
- To complete/attend all relevant training courses as and when requested
- Any other duties which may be reasonably expected of the post-holder to enhance the efficient running of Bright Hope House.

This job description is not exhaustive and will be subject to review in line with the changing needs of the charity. The job role will be subject to satisfactory references and completion of an enhanced DBS check. You must have transport to attend your employment at Bright Hope House, as it is not on a public transport route.

## Person Specification

Specification	Essential	Desirable
Vocational Qualification in cookery	X	
Experience of compliance with statutory and company requirements on food hygiene, storage and temperature control.	X	
Experience of ordering food and equipment within a budget	X	
Experience of seeking feedback from people and planning changes according to this feedback		X
Good speaking and writing skills	X	
Being passionate about caring for others and making a difference to peoples lives.	X	
Ability to work on your own as well as part of a team	X	
Food safety and hygiene Level 2		X
Allergen Awareness Level 2		X
Experience of working with those who have dietary requirements due to medical needs		X
Knowledge of health and safety and personal responsibility		X