

## JOB DESCRIPTION

### Cook



### JOB PURPOSE

To undertake the planning, preparation and provision of nutritious meals and snacks.

### PRINCIPAL ACCOUNTABILITIES

- Menu planning in consultation with young people.
- Prepare, cooking and serving nutritious meals/snacks, to ensure that dietary needs are met, taking into consideration the nutritional and other requirements of service users e.g. diabetic, ethnic minority, fat free etc.
- Purchase food and equipment, ensuring that expenditure remains within agreed budget.
- Maintain a clean kitchen and kitchen equipment to ensure a high standard of food hygiene in accordance with current environmental health legislation.
- Keep up to date and accurate records regarding food storage, temperatures of fridges, freezers and cooked foods, to ensure compliance with current environmental health legislation.
- Devise and implement cleaning schedules and completion of necessary paperwork for these in accordance with current environmental health legislation.

### SCOPE OF PLANNING AND DIRECTION

The post holder reports to the Service Manager.

### SCOPE OF JUDGEMENT AND DECISION MAKING

The post is routine in nature and the job holder will refer to the line manager as problems arise.

### RELATIONSHIPS

#### Internal

- The post holder is in contact with suppliers when ordering stock or equipment.
- The post holder must build and maintain positive relationships with service users.
- There is constant contact with service users.
- All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts,

Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour

### **External**

- The post holder may be required to teach cooking (mainly to young people), either singly or in groups. Also providing advice on food preparation and budgeting.
- There may be parents or volunteers helping in the kitchen. The post holder will provide support and assistance.

### **QUALIFICATIONS**

Food hygiene certificate (REHIS intermediate or equivalent)

or

Equivalent knowledge acquired by other means (this will not apply where there are externally specified qualifications for the post e.g. SSSC)

### **KNOWLEDGE/SKILLS**

- Excellent food preparation ability;
- Excellent interpersonal skills and the ability to communicate effectively;
- Ability to work to deadlines

### **EXPERIENCE**

- Previous catering experience.

### **JOB CHALLENGES**

Service users can be difficult or challenging.

Considering the dynamics of the unit whilst fulfilling the role of the Cook.

Ensuring that standards are kept when the job holder is not in the kitchen.

Estimating the number of meals required.