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| **Job Description and Person Specification** | |
| **Job Title:** | **Cook** |
| **Project:** | The Pavilion (in-patient detox) |
| **Hours:** | TBA |
| **Salary:** | £10.00 per hour |
| **Responsible to:** | Chef / Senior Cook |
| **Accountable to:** | General Manager |

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| **Job Summary:** | Your role will include food preparations, menu planning, stock rotation, ordering, cleaning to comply with hygiene standards.  To consistently deliver a client focused service, which promotes good customer service and effective working relationships. |

**Document Description**

**Guidelines for non-attendance of DARS Appointments**

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| **Underlying Values:** | In undertaking this role, the employee will be expected to behave at all times in a way that is consistent with and actively supports the organisations values:  **“from dependence to freedom -** Delphi Medical are *Accountable*, *Accessible*, *Patient-Centred* and *Sustainable*. We value Loyalty and Integrity. |

**Principle Duties and Responsibilities**

1. Ensure the effective and efficient planning and delivery of all aspects of food preparation and cooking, taking account of dietary and nutritional requirements of residents.
2. Actively involved in the preparation, cooking and serving of food and beverages ensuring operational standards comply with Delphi policies and guidelines and statutory regulations.
3. Ensures that stock ordering and rotation is organized in an efficient and cost-effective manner.
4. Develops varied and interesting menus which provide choice, taking account of healthy eating guidelines and any dietary requirements.
5. To work in accordance to the Health and safety regulations including COSHH and Food Hygiene
6. To maintain an awareness of legislation, circulars and other information in relation to your role.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

**Generic Responsibilities**

**Confidentiality**

Patient and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with the Data Protection Act 1998.

**Code of Conduct**

All staff are expected to adhere to all Delphi policies and procedures that establish standards of good practice and follow any codes of conduct relevant to their own profession.

**Privacy and Dignity**

Staff should respect patients/relatives diversity, cultural needs and privacy. In addition, staff should be compassionate rather than just delivering technical care and treatment. All staff are expected to be knowledgeable about and comply with the Dignity and Respect at Work policy.

**Infection Prevention and Control**

Infection control is everyone’s responsibility. All staff, both clinical and non clinical, are required to make every effort to maintain high standards of infection control and specifically are required to:

* Attend mandatory infection control training provided for them
* Wash their hands or use alcohol gel on entry and exit from all clinical areas and between patient contact
* Challenge non compliance when observed to protect patients or report any non compliance to their line manager
* Promote patient safety and act as a role model for other staff.

In respect of Infection prevention and control, staff need to be familiar with and adhere to the following policies;

* Infection Prevention and Control
* Uniform and Work Wear including “ bare below elbows” guidance
* Sickness and Absence.

This is not an exhaustive list and staff need to note that policies and procedures are updated and added to continuously. All staff have a responsibility to familiarise themselves and adhere to all policies.

**Safeguarding Vulnerable Adults and Children**

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

* Familiar with safeguarding policies
* Attend the appropriate training for safeguarding
* Know who to contact if you have concerns about an adult or child’s welfare.

Additional help and advice is available from the designated safeguarding leads; Designated Paediatrician for Safeguarding Children, Named Lead Nurse for Safeguarding Children; Designated Lead Doctor for Safeguarding Adults; Named Lead Nurse for Safeguarding Adults; and the Named Midwife for Vulnerable Women.

**Smoking**

Delphi has a Smoke Free policy. All Health Service premises are considered No Smoking Zones, other than designated smoking areas.

**Health and Safety**

Delphi has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and the organisation’s policies relating to Health & Safety and Risk Management.

**Person Specification**

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| **Job Title:** | **Cook** |

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| **Competence** | **Essential** | **Desirable** | **Assessment** |
| **Work Experience** | To have experience of working in a customer focused environment with a variety of customer groups.  Experience of preparing, and cooking meals gained within a professional kitchen environment.  Health & safety legislation including control of substances harmful to health (COSHH) and food safety standards.  Basic knowledge of dietary requirements relating to older people. | Good understanding of healthy eating and cooking to a budget | Application /  Interview |
| **Qualifications** | Intermediate or level 2 food hygiene certificate with Cater craft or similar award | Intermediate or level 3 food hygiene certificate with Cater craft or similar award | Certificate(s) |
| **Skills/Abilities** | Knowledge of Health and Safety practices including COSHH and Food Hygiene.  Able to work in a pressured environment and produce meals based on implemented menus.  Good oral and written communication skills.  Able to negotiate, influence, organize time and prioritise activities.  Flexible and innovative approach – willing to work as part of a team and assist colleagues. | Marketing and promotion of services.  Developing and implementing policies and procedures. | Application /  Interview |
| **Personal Attributes** | Customer Care and the delivery of quality services.  Understanding and respect the issues around confidentiality.  Demonstrate support for the values and beliefs of Delphi Medical.  Commitment to providing a quality service within a team  Punctual and flexible across hours of work when required. |  | Application /  Interview |