REASON CARE LTD

JOB DESCRIPTION

JOB TITLE SECOND COOK

RESPONSIBLE TO MANAGER

AIMS OF POSITION

To provide an organised kitchen which can produce all meals and beverages to satisfy the dietary needs of residents in an appetising and attractive manner.

SUMMARY OF RESPONSIBILITIES

1. To carry out the preparation and cooking of food with reference to the guidelines outlined in the kitchen manual
2. To undertake the monitoring of stocks, staffing level, portion control, quality, etc, in accordance with the budgetary controls provided by the company.
3. To observe all measures relating to necessary hygiene as given in the initial training period as well as referring to previous experience.
4. To observe all safety notices in relation to prohibition and mandatory action
5. To carry our stock control by date rotation of all food stuffs
6. To record where necessary food used, particularly in relation to frozen and refrigerated foods
7. To work within the COSHH t
8. to prepare orders to enable the manager to carry out their duties in relation to adequate food stocks
9. to be observant of the need to minimise waste in relation to the small amounts eaten by the resident group
10. to plan menus which will meet the needs of the resident group
11. to attend mandatory training courses relevant to the position as directed by the manager
12. to undertake any other duties as instructed by the manager
13. to carry out cleaning according to the cleaning schedule
14. to monitor accurate cleaning temperature records

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to periodic review.

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed Date

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