

Job description and person specification

- Job title: Cook
- Reports to: Catering Manager / Home Manager
- Accountable to: Home Manager
- Location:

Main purpose and scope of the job

To prepare and cook meals following pre-set menus in accordance with Health & Safety Regulations to ensure meals are nutritious, appetising and meet the dietary needs of our service users. Ensuring High quality and presentation at all times.

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex and high acuity needs, arising from neuro-disability, brain injury, spinal injury, stroke, mental ill-health, physical disability, learning disability and/or autism and complex dementia.

Our community-based homes and OneCare services provide person-centred care and rehabilitation that focuses on maximising independence, building everyday living skills and empowering people to live as fulfilled lives as possible.

We support people on their journey from being in hospital or living in a secure setting to community and independent living, as well as offering longer term support for people living with degenerative or life-limiting illnesses.

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support *and* our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make these a part of everything that they do. We're looking for people whose personal values match our values of:

- Fun
- Integrity
- Responsive
- Success
- Teamwork

Read more about our values [here](#).

Key responsibilities

- Prepare and cook food in a safe manner
- Store all food at temperatures required by legislation
- Be aware of service user's dietary needs and respond to their comments in respect of the menu
- Be involved in the preparation and serving of food
- Hold a current food hygiene certificate to at least level 3 (Intermediate) or be working towards it
- Minimise and dispose of waste correctly
- Ensure that all food is used within the prescribed period
- Be conversant with all the policies and procedures set down by the company
- Inform the kitchen manager if you have any concerns regarding the kitchen or your duties
- Ensure that access is denied to anyone other than kitchen staff (unless a white coat is worn and permission obtained)
- Follow instructions given by the kitchen manager and/or the person in charge
- Ensure that your personal hygiene standards meet those required by the company, and that you wear the uniform provided
- Ensure chemicals and equipment are secured safely and correctly
- Complete required paperwork to meet relevant legislation, e.g. Food temperatures, fridge temperatures
- Co-operate with all the staff to create a relaxed, warm and comfortable environment for all the service users
- Report all compliments, comments and/ or complaints
- Secure service users and company's property and premises
- Report any defects, damage, theft, breakages or hazards
- Carry out other duties as will, from time to time, be directed
- Carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, service users and other persons within the home
- Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration
- Participate in appraisal and supervision processes within the statutory guidelines
- In accordance with the *Health & Social Care Act 2008*, the post holder will actively participate in the prevention and control of infection within the capacity of their role

Health and safety

As an employee of Exemplar Health Care Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.

- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Colleagues are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014) and Mental Capacity Act 2005, which incorporates the Deprivation of Liberty Safeguards (DoLS).

To comply with the Exemplar Health Cares Safeguarding Children and Adults policies, procedures and protocols, all individual colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults

This will require you to:

- Ensure you are familiar with and comply with local Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Local Multi Agency Safeguarding Vulnerable Adults plans and procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct.

Exemplar Health Care is committed to safeguarding all children and vulnerable adults and expects all colleagues and volunteers to share this commitment.

Data protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This job description may be subject to review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description

Name of post holder:

Signature:

Date:

Person specification – Cook

Qualifications

Qualification	Essential	Desirable	How assessed
Food hygiene certificate	Yes		Application, Assessment, interview, certificates
NVQ in Catering or equivalent		Yes	Application, interview, certificates
First aid in the work place		Yes	

Skills and experience

Skills and experience	Essential	Desirable	How assessed
Understanding nutritional needs of Service Users		Yes	Application, interview, certificates
Open to feedback and able to respond to residents' requests and preferences.		Yes	Application, Interview
Cooking or catering for small to medium groups	Yes		Application, interview, certificates
A basic knowledge of dietary needs	Yes		Application, interview, certificates
Excellent interpersonal skills	Yes		Application, interview,
Attention to detail	Yes		Application, interview,
Time Management	Yes		Application, interview,

Attitude and Behaviours

Attitude and Behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar values	Yes		Application, Interview
Flexible	Yes		Application, Interview
Can-do attitude	Yes		Application, Interview
Enthusiastic about cooking	Yes		Application, Interview