

## Job Description

**Job Title: SECOND COOK**

**Job Code: CT02**

**Job Holder:**

**Department: CATERING**

**Position in the organisation:**

Responsible to: Home Manager, Lead Chef

Direct reports: Food Service Assistant

Works in conjunction with: All residential home staff

**Summary of main responsibilities:**

To work under the direction of the Head Chef in all aspects of managing the kitchen, preparing and serving all meals and other refreshments in accordance with Care Quality Commission (C.Q.C) standards and the requirements of The Organisation.

**Main Duties and Responsibilities:**

1. Take over the duties of the Lead Chef in their absence.
2. Prepare, serve and evaluate all meals and refreshments to a high standard in terms of quality and presentation in consultation with residents and staff within the home.
3. Assist with planning the menus in line with individual residents' needs and dietary requirements in line with Standard 15 or the C.Q.C Standards (or equivalent) and budgetary provisions.
4. Prepare wholesome home made meals using as much fresh and seasonal produce as possible within the budgetary provision.
5. Ensure cleaning schedule is carried out to maintain required standards.
6. Deliver training to staff relevant to food safety, Health and Safety nutrition awareness, food preparation and promote individual progressive learning.
7. Organise functions and celebrations as requested including residents and the home occasions.
8. Ensure compliance with legislation associated with Food Safety, Food Hygiene and Health and Safety, making sure all documentation is carried out and completed.
9. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
10. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
11. Take part in staff and residents' meetings and in training activities as directed.
12. Take part in individual performance reviews as required.

**No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.**

## PERSON SPECIFICATION

Job Title: Second Chef

Competency	Performance Criteria
<b>Professional Practice:</b>	
Modelling best practice	<ul style="list-style-type: none"> <li>• Demonstrate evidence of appropriate qualification to undertake the post</li> <li>• Possess NVQ level 2 or equivalent in Catering (or be working towards this)</li> <li>• Relevant experience in bulk catering and knowledge of food preparation and hygiene for the client group</li> <li>• Demonstrate patience with, and compassion for, older people</li> <li>• Awareness of cultural and dietary needs of individuals</li> </ul>
Maintenance of quality standards (internal & external)	<ul style="list-style-type: none"> <li>• Meet the quality standards as defined by outside agencies</li> </ul>
Decision making	<ul style="list-style-type: none"> <li>• Ability to make decisions with senior staff in respect of menus in the absence of the Lead Chef</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Physically capable of moving and handling</li> <li>• Knowledge and understanding of COSHH regulations</li> <li>• Application of H&amp;S practices with particular regard to catering equipment</li> </ul>
<b>Interpersonal Skills:</b>	
Management of staff	<ul style="list-style-type: none"> <li>• Ensure efficiency within kitchen environment in the absence of the Lead Chef</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Play an active role in creating a team working environment</li> <li>• Prioritise</li> <li>• General Time Management</li> </ul>
Management of diversity	<ul style="list-style-type: none"> <li>• Demonstrate awareness of different values/cultures amongst residents and staff</li> </ul>
Effective communication	<ul style="list-style-type: none"> <li>• Communication skills with different groups, e.g. staff, residents, local community</li> </ul>
Self development	<ul style="list-style-type: none"> <li>• Evidence of keeping up to date with related issues</li> <li>• Undertake relevant training</li> </ul>
<b>Planning &amp; Control:</b>	
Organisational skills	<ul style="list-style-type: none"> <li>• Prioritise appropriately</li> <li>• Meet deadlines</li> <li>• Crisis management</li> <li>• General time management</li> <li>• Organisation of activities</li> <li>• Flexibility including openness to change</li> </ul>
<b>Personal Attributes:</b>	

Mutual support	<ul style="list-style-type: none"> <li>• Be aware of support needed by others</li> <li>• Consider how actions could support others</li> <li>• Be prepared to give encouragement and help when needed</li> <li>• Offer help to other groups</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Explain things simply</li> <li>• Keep to the point</li> <li>• Style that is warm and friendly</li> <li>• Listens carefully and attentively</li> </ul>
Interpersonal sensitivity	<ul style="list-style-type: none"> <li>• Appearance to create confidence in residents and visitors</li> <li>• Respect the dignity and privacy of all contacts</li> <li>• Exhibit a pleasant, professional manner</li> </ul>
Team working	<ul style="list-style-type: none"> <li>• Happy when working in a team environment</li> <li>• Promote harmony within the team</li> <li>• Loyal to the team as a unit</li> </ul>

### TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Moving &amp; Handling</li> <li>• COSHH Regulations</li> <li>• Basic Health &amp; Safety</li> <li>• Certificate in Food Hygiene – Foundation/Intermediate</li> <li>• First Aid Awareness</li> <li>• Fire Awareness</li> <li>• Adult Protection</li> <li>• Equality &amp; Diversity</li> <li>• Infection Control</li> <li>• Knowledge of Home's specialty, e.g. Dementia Care, Parkinson's Disease</li> <li>• Challenging Behaviour</li> </ul>