



JOB DESCRIPTION

POST: Cook (Bank staff)
LOCATION: West Midlands
RESPONSIBLE TO: Service Coordinator

JOB PURPOSE:

To improve the lives of people using our services by providing nutritious meals for clients, developing positive relationships with clients and respecting their rights.

KEY RESPONSIBILITIES

- 1) To prepare, cook and serve meals in accordance with instructions from the Service Coordinator taking into account clients religious, cultural and dietary requirements.
- 2) Maintaining and ensuring Health & Safety regulations are met with regard to hygiene, fire regulations, protective clothing, food handling, infectious diseases, moving and handling, storage and reporting of accidents, and COSHH data.
- 3) Monitoring and ensuring regulations are met with regard to environmental health including delivery, storage, and preparation, cooking and serving of food.
- 4) Monitoring of food temperatures in accordance with regulations and P3 standards including that of goods delivered, food served, food stored and ensuring the corresponding paperwork is completed.
- 5) Ensuring the quality of goods delivered meets P3 standards and health and safety regulations.
- 6) Offer guidance to clients with regards to a healthy diet and cooking skills as required.
- 7) Work with clients to support meal planning and a varied and nutritional diet.
- 8) Working within a full cleaning rota in accordance with regulations and P3 standards, ensuring it is maintained and completed within set timescales.
- 9) Ensure the kitchen area is appropriately secured at all times.

DELIVERING EQUALITY

- 10) Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals
- 11) Promote the rights and needs of people who use P3 services in the community.
- 12) Work within the framework of P3's equality and diversity policy at all times.

OTHER

- 13) Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3
PERSON SPECIFICATION**

Cook (Bank staff)

	Essential	Desirable
<p>Values Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> • Promotion of equality of opportunity for people who have experienced oppression and disadvantage in their life opportunities. • Promote all aspects of diversity 	 ✓ ✓	
<p>Experience Able to demonstrate experience of:</p> <ul style="list-style-type: none"> • At least 1 years experience of cooking <p>And</p> <ul style="list-style-type: none"> • Previous experience of cooking for large numbers • Stock control • Experience of providing meals for particular dietary, religious and cultural needs. 	 ✓ ✓ ✓	 ✓
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • An awareness of the needs of people who use our services • Full knowledge of health and safety, environmental health and food safety legislation and requirements • Detailed knowledge of preparing food to a high standard • Knowledge and understanding of how to meet dietary, religious and cultural needs 	 ✓ ✓ ✓	 ✓
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Must have effective communication skills • Able to effectively store and control stock • Ability to provide meals for a wide and varied range of needs • Must have organizational and planning skills • Must be able to maintain accurate records 	 ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> • Flexibility with regards to working unsociable hours as necessary 	✓	
<p>Qualifications</p> <ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Intermediate/Advanced Food Hygiene Certificate • NVQ Competencies in Catering • City & Guilds 706 Parts 1 & 2 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓