**BUTTERCUP HOUSE CARE HOME**

**Job Description**

**Position: Cook**

**Responsible to: Registered Manager**

**Job Purpose**

To provide service users with food of a high standard which is well presented.

To maintain the general organisation of the Kitchen.

To ensure that legislation is adhered to at all times

To maintain a clean environment in which you can prepare food in at all times.

To participate in any training requirements to undertake the job role.

**Main Responsibilities**

To ensure that service users dietary requirements are met and of a high standard.

To ensure Health & Safety Legislation is adhered to at all times.

To ensure the homes Policies and Procedures are adhered to at all times.

To maintain a high standard of cleanliness in the kitchen and catering areas at all times.

To serve breakfast to the serve users in the morning.

To wash up the breakfast dishes before preparing the service user main meal.

To prepare and cook the main meals which includes deserts.

To prepare fresh sandwiches/soup for the evening meal when required.

To make homemade cakes throughout the week and on birthdays.

To prepare a weekly shopping list for the Manager who will then order all food products for the home.

To order and receive shopping, fruit/vegetable and diary stock into the Home, ensuring they are checked against invoices and any discrepancies are highlighted to manager immediately and dealt with.

To speak to residents with regards to what they enjoy eating and what they dislike.

To design a menu for residents every 6 months that provides options and choices for the residents.

To ensure all foods are labelled once opened and placed in the fridge.

Fridge and Freezers are to be kept to a high standard of cleanliness and defrosted regularly.

To deep clean the kitchen at least every month or when required.

To wash up after lunch and to leave the kitchen in a tidy manner.

To complete all necessary Kitchen documents supplied by the Manager.

Attend/Update all necessary Training needs.

To participate in staff meetings, contributing to the review of current working practices and future developments

To adhere to the policy on confidentiality in accordance with ‘Data Protection Act’

To liaise with the Manager with regards to potential or actual problems concerning any of them.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main aspects attached to this post. It may be reviewed and amended at a future time after discussion with the Manager and staff in the home, to take into account any changes and recommendations.

Manager Signature: …………………………………….. Date:………………..

Provider Signature: ……………………………………… Date:………………..

Staff Signature:…………………………………………….. Date:………………..