

## Role Profile

<b>Role Title:</b>	Cook
<b>Department:</b>	Retirement Living and Care Services
<b>Role Purpose:</b>	To provide a comprehensive catering service to the scheme and working to instruction as well as on your own initiative in line with the specification of Midland Heart
<b>Reporting to:</b>	Retirement Living Manager
<b>Responsible for:</b>	None
<b>Disclosure level:</b>	Enhanced DBS & Social Media Check
<b>Role Level:</b>	<u>Frontline Worker</u>

<b>Key Role Responsibilities</b>	<p>To be aware of various cultural and dietary needs liaising with the management team on how these needs are to be addressed.</p> <p>Ensure prompt and efficient preparation and service of all meals, at the required times, to the required standards of Midland Heart.</p> <p>To ensure that the methods of preparation and presentation comply with the revised recognised catering standards, set by Midland Heart.</p> <p>To ensure that the company statutory regulations, in relation to the safety and hygiene operations of the kitchen and ancillary areas, are adhered to by all members of staff and visitors.</p> <p>To be responsible for the health, safety and welfare of yourself and others at work</p> <p>To assist in the placing of orders, checking and receiving deliveries, in accordance with food handling procedures.</p> <p>To provide verbal and on occasions written reports for a range of purposes</p> <p>To produce clear, detailed legal documentation e.g. Food/Fridge &amp; Freezer temperature records</p> <p>To ensure that the kitchen and ancillary areas are clean and tidy at all times, especially the end of each shift.</p> <p>To contribute to training and personal development of self and others</p> <p>To promote and uphold the Midland Heart policy on equal opportunities.</p>
----------------------------------	---

	To undertake appropriate duties in line with this role
<b>Education, Qualifications and Training</b>	<p>Food Safety qualification Level 2 is preferred</p> <ul style="list-style-type: none"> <li>• City and Guilds 706 1&amp;2 or the equivalent NVQ level 2 is preferred</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Knowledge:</b></p> <p>Knowledge of HACCP and implementation.</p> <p>Knowledge of relevant legislation relating to the catering industry and able to ensure that the kitchen meets relevant standards</p> <p><b>Experience:</b></p> <p>Having experience as a Cook/Chef, or other kitchen role, within the catering or related industry</p> <p>Experience of face to face customer service</p>
<b>Role Specific Skills &amp; Behaviours</b>	<p>Able to work under pressure</p> <p>Able to resolve customer queries confidently</p> <p>Confident in operating a basic till and cash handling</p> <p>Deliver outstanding customer service, along with promoting a friendly atmosphere for customers and staff.</p> <p>Highly motivated to develop self and others to ensure consistent high quality service delivery.</p> <p>Able to work on own and within a team environment</p> <p>Enthusiastic and committed to personal development</p> <p>Understanding of and commitment to the principles of equality and diversity</p>