

Job Description & Person Specification

Job Title	Assistant Cook – Care Catering
Division/Location	Site Specific
Reporting to	Account Manager
Weekly Hours	
Grade/Salary	

Job Description
The Role: To manage the catering team and service in one of our Care Homes in Norfolk in the absence of the Cook Manager. Ensure the highest standard of customer service is delivered and quality is consistent across our Care Schemes in line with Service Level Agreement with our Client – Norse Care.
Main Responsibilities
• To co-ordinate all aspects of kitchen production so that food is prepared to the agreed standard and that time deadlines are met in the absence of the Cook Manager. • To order catering stock from current nominated suppliers in line with Company Purchasing policy using Cypad, Norse Group Kitchen Manager Software. • To have full understanding of H.A.C.C.P, to ensure all staff adhere to H.A.C.C.P and all documentation is completed and signed are by the appropriate members of staff on Cypad • To consult with the Cook Manager on a regular basis to ensure that the needs and choices of residents are being met and to ensure a minimum of 80% is achieved on the Month Quality Questionnaires • To prepare special diets for residents considering texture modified diets in line with IDDSI (International Dysphagia Diet Standardisation Initiative) • To maintain stock levels as agreed with Cook Manager and to carry out stock takes in line with Company Accounting Calendar , in the absence of the Cook Manager. • To attend resident meetings with the Cook Manager as and when required for feedback and quality monitoring purposes. • To complete all company training via the company’s e learning platform – The Learning

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Hive

- Demonstrate personal commitment to the Norse Way CSR strategy

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations, and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health and Safety Regulations	Essential	AF/I
	Recognised qualification in Professional Cooking.	Desirable	AF/I
	Level 2 Food Safety Qualification and Level 2 Award in Food Allergen Awareness and Control in Catering.	Desirable	AF/I
Experience	Proven record of accomplishment of working in a catering environment.	Desirable	AF/I

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

	Proven record of accomplishment of managing a team, large or small in a customer facing role.	Essential	AF/I
Skills/Abilities	Ability to make quick decisions and respond to customer and client needs.	Essential	AF/I
	Good communication skills.	Essential	AF/I
	Ability to adapt to changes in service requirements at short notice to ensure client and resident specifications are met.	Essential	AF/I
Other Requirements			

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours, which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:		Date:	
Employee Signature:			

Approval/Review Date

Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	