

COOK post



JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Cook
Location	Simeon Care for the Elderly Ltd Cairnlee Road, Bielside, Aberdeen AB15 9BN
Purpose	To prepare home cooked mid-day meal for 40 people using locally sourced fresh produce.
Organisation	We are registered with the Care Inspectorate to provide residential care with nursing for 23 older people. Scottish Charity SC012239 Simeon is one of six independent Camphill Charities in the Aberdeen area.
Working time	Bank relief Hours: 8:30-5:30
Reports to	The Head Cook and Home Manager.
Supervising	Coordinate the work activities of the Kitchen Assistant.
Pay	£10.30 - £10.50 per hour depending on experience, qualifications and training. Weekend uplift 9%
Other Benefits	Workplace pension,

JOB DESCRIPTION

Main Areas of Responsibility

Kitchen Duties

- To prepare lunch, including a vegetarian dish and any special diets for around 40 staff and residents.
- To prepare a light meal for supper along with a soup.
- Prepare home baked goods for tea and celebrations.
- To respect resident involvement in meal preparations.
- To wash up and leave a tidy kitchen at the end of each day.

Teamwork, Communication, Health and Safety

- Daily communication with residents and Care team leaders about diet and menu requirements
- Supervise the kitchen assistant, ensuring information is communicated and delegate tasks for the day / week ahead.
- To maintain high standard of cleanliness and food hygiene.
- Follow ecological waste disposal of food packaging and food waste.

- To carry out weekly / monthly cleaning tasks to ensure high standard of cleanliness in the kitchen and larders.
- Comply with all Health and Safety regulations to ensure a safe working environment.
- Follow ecological and environmentally sustainable practices.

This does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employees in the role. Simeon reserves the right to require employees to perform other duties from time to time.

Training

To take part in training courses as required.

PVG/Disclosure

As the role involves working in an environment with vulnerable people a PVG or disclosure will be required. If you are not a PVG member, you will need to apply for membership before you can work with us.

Other requirements

A degree of flexibility is needed. You may occasionally need to perform work not specifically referred to above to support the house and residents. The need to do such duties will be reasonable and as agreed between the post holder and the manager.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	Elementary food hygiene certificate.	S/NVQ in Catering or equivalent.
Skills / Aptitude / Abilities	<p>Able to produce simple but creative and well-presented dishes.</p> <p>Ability to take initiative.</p> <p>Able to work with others from varied cultural / spiritual backgrounds.</p> <p>Good communication skills.</p> <p>Open to feedback and able to respond to residents' requests and preferences.</p> <p>Ability to supervise and direct others.</p>	<p>Understanding nutritional needs of older people.</p> <p>Understanding of swallowing difficulties and food textures.</p>

Knowledge	A basic knowledge of dietary needs.	<p>“Cook Safe” - Food Standards Scotland.</p> <p>Understanding of Camphill.</p>
Experience	Cooking or catering for small groups.	Experience as a cook in a busy kitchen or care home.
Personal Attributes	<p>Enthusiastic about cooking.</p> <p>A compassionate, empathetic and caring nature.</p> <p>Flexible and cooperative.</p>	