

## Job Description

Service: Older Persons Day Services	Department: Non Regulated Services
Job Title: Cook	

### Windsor Day Centre and Boyn Grove Dementia Service

Windsor Day Centre and Boyn Grove provide day respite for adults living with dementia and the elderly frail.

#### Primary Purpose of Role

To provide a nutritious lunch for the customers that attend the day services, working with the team to ensure the smooth running of day-to-day tasks, and the standards of food and kitchen hygiene is met. Reporting any concerns to the Service Managers. You will also be expected to work independently but involving the customers / staff with meal planning.

#### Main Duties and Responsibilities

- Ordering provisions for the menu, working as a team to ensure this is done in a timely and cost effective manner
- To ensure all kitchen equipment is clean after every use, reporting any defects to the Service Manager.
- To ensure the kitchen area is clean, in accordance with the cleaning schedule, on a daily, weekly, monthly and quarterly basis, as identified.
- To check and record freshness and quality of food delivered, ensuring all temperatures are recorded correctly.
- To ensure food is stored correctly, labelled and rotated and the used by dates are met. Minimising waste of food as much as possible.
- To load and operate the dish washing machine after meal service.
- To work within Health & Safety guidelines, reporting to the Service Manager if updates are needed or accidents/incidents occur
- In accordance with Environmental Health Guidelines and Optalis Policy and Procedures, ensure that essential recording is completed on a daily basis- Safe Food, Better Business, Food and fridge temperature, etc.
- Work with the team to produce diverse menus in accordance with Day Service vision

## Person Specification

**D – Desirable, E- Essential**

Qualifications/Education/Training:	D/E
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Level 1 Food Hygiene	E
COSH Training	E
Knowledge of Health and Safety	E
Knowledge of Environmental Health	E
<b>Experience</b>	
Relevant kitchen experience	E
Awareness of different cultural and medical dietary requirements	D
Awareness of nutritional needs	E
<b>Skills and Abilities</b>	
Knowledge of relevant Health & Safety legislation and best practice	E
Knowledge of general cleaning procedures in an industrial kitchen	E
Good verbal communication skills.	E
Basic Literacy and Numeracy Skills	E
Effective communication skills	E
Able to carry out the physical aspects of the job.	E
<b>Personal Qualities</b>	
Empathic towards our customers	E
Flexible	E
Adaptable	E
Creative	E
Initiative	E
Works well in a team	E
Initiative to complete tasks independently	E
<b>Special Factors</b>	
Hazardous conditions- working in hot environment, high risk of scalds and burns.	E

Hold a full, clean driving license with access to their own vehicle
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## Optalis Company Core Values;

### Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

### Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

### Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

### Communication

We ensure two-way communication with our customers and staff; providing clear, accurate information.

### Continuous Development

We embrace and drive forward positive change within the organisation.

### Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.