



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant cook
<b>LOCATION:</b>	Duke Street, St Helens
<b>RESPONSIBLE TO:</b>	The Store Manager
<b>HOURS OF DUTY:</b>	Minimum 18.5 per week (Flexible)
<b>SALARY:</b>	£10.42 per hour

### **PURPOSE OF THE JOB:**

Purpose: To ensure the delivery of a quality catering service for our new café to understand the need to promote the privacy, dignity, independence, choice, rights, and fulfilment of all clients, treating everyone with respect.

**Reporting To: Store Manager**  
**Based: Crab Street St Helens**

### **Duties and key responsibilities**

Activities Description of activities and responsibilities

Menu planning and meal preparation

- Undertake menu planning in consultation with the Hub Manager and Service Users.
- Preparation and cooking and serving of main meals, snacks, cakes, etc. in accordance with dietary requirements.
- Ensure menus are displayed showing choices.
- Determine quantities to be cooked and size of portions to be served, considering diets to meet medical, ethnic, and personal needs.
- Contribute to themed events with appropriate menus etc.

Purchasing delivery and control of stock

- Source good quality local suppliers.
- Ensure orders are placed in a timely and efficient manner to ensure adequate supplies in stock.
- Check quantity and quality of stock received and notify suppliers of deficiencies.

Maintain high standards of health and safety and hygiene.

- Washing and cleaning of floors, crockery, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Ensure that the appropriate clothing, including headwear, is always worn.
- Co-operate fully with the statutory inspections and implement recommendations as appropriate.
- To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts and omissions.

Working with volunteers

- Work with volunteers/placements and apprentices ensuring their supervision when required

To undertake such other duties as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the Hub may require work attendance outside normal working hours.

General requirements in addition to the above, there are some general requirements that apply to all jobs in the Hub;

- Be part of the team and undertake other duties to support the team and service delivery.
- Participation in staff meetings.
- Participation in training activities
- Participation in staff supervision and appraisal.
- Participate in quality assurance systems.

All duties must be carried out to comply with: -

- Notification of accidents and other Health and Safety requirements.
- Statutory legislation, the Health and Hygiene regulations.
- Nationally and locally agreed Codes of Good Practice.
- Fire precautions.
- Equal opportunity principles and the Charities anti-discriminatory policy.

## **Experience**

Essential

- NVQ Level 2 Food production & cooking (minimum)
- Basic Food Hygiene Certificate

Desirable

- Previous experience working in a kitchen providing meals for large numbers.
- Previous experience of working in a day centre or care environment Competencies (knowledge, skills, and behaviors)

General Aptitude:

- Empathy for our service users and the ability to relate to them.
- Good communication skills and the ability to develop an understanding of non-verbal communication. Ability to prepare and serve well-presented and attractive meals to individual requirements.

Motivation:

- A positive attitude and commitment to providing nutritious meals and offer a range of choices including those with specific dietary requirements.
- Ability to work on your own initiative.
- Ability to form positive relationships with colleagues.
- The ability to work as part of a team and promote harmonious relationships.

Knowledge:

- Food Hygiene Regulations Responsibilities under HSAW Act.
- HACCP's
- Menu Planning
- COSHH

## **Additional responsibilities**

To adhere to all Teardrops service standards, policies, and procedures.

To comply with the data protection regulations, ensuring that information on clients remains confidential.

To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.

To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.

Willing and able to work non-social hours on occasion (including occasional weekend and evening hours)

Willingness to act as an external representative and ambassador for the Charity