

Cook

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we do and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open and transparent in your actions and words
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, show commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

To provide a food preparation service to residents and to ensure all food hygiene regulations are adhered to.

The location

You will be based at either Byrnhill Grove, Ryde Village, Green Meadows or Furze Brake on the Isle of Wight depending on which vacancy you applied for. You may be required to attend training courses at one of our other offices/schemes. You will be subject to an enhanced Disclosure & Barring Service check.

What you'll be doing:

Menus

- Ensure all meals provided are nutritionally well balanced and appetising, provided at reasonable cost and within agreed budgets
- Consult regularly with the residents to ensure that the food being served meets personal preferences
- Be aware of, and act on, any special dietary requirements

Purchasing

- Maintain stock control and records of all purchases

- Ensure there are sufficient ingredients for all meals and refreshments, and that all goods are of sound quality

Food hygiene and health and safety rules

- Carry out a risk assessment of kitchen procedures and identify hazards in these procedures
- Devise methods to minimise these risks and ensure all staff engaged in kitchen duties or food service are aware of these methods
- Maintain a high standard of cleanliness in the kitchen at all times including appliances and utensils
- Ensure that staff engaged in food preparation and service do so in full compliance with best practice for personal hygiene, general hygiene, health & safety and that appropriate protective clothing is worn by all staff
- Ensure all records are maintained: for menus planned, number and type of meals provided, and stock control

Training/Good Practice

- Participate in training as agreed with the Registered Manager and consult with the Training Administrator to ensure kitchen and food service procedures comply with current legislation
- Attend regular supervision sessions to reflect on practice/performance issues

Communication

- Communicate effectively and sensitively with residents
- Communicate effectively with other professionals, colleagues, general public etc

What you'll need:

Skills, knowledge, experience and abilities

Essential:

- You need to have experience of cooking, in an employed or on a voluntary basis, and have experience of food preparation within a budget, portion and stock control
- You need to have an understanding of the dietary requirements of older people
- You need to have basic written and numeracy skills, in order to complete records, apply budgets etc
- You need to have empathy, compassion and patience
- You must be able to work unsupervised
- You need to be able to form positive relationships
- You need to be able to work as part of a team
- You need to have basic health & safety awareness relevant to the post
- You need to have experience of managing a professional kitchen environment

Desirable:

- Experience of cooking in a care setting

Qualifications/ professional development

Essential:

- You need to have an advanced food hygiene certificate

Desirable:

- Basic first aid skills
- Recognised cookery qualification