

# Cook

---

Service:	Catering
Responsible To:	Chef Supervisor/Catering Manager
Salary:	NJC point 6

## Job Purpose

To effectively manage the kitchen to achieve the highest standard of food production.

To control and manage the food cost in line with the budget, source ingredients in accordance with the Foundation's sourcing policy and control production and portions in line with agreed specifications.

## Main Duties

- To plan, prepare, cook and present food to the standards required by the Foundation and in compliance with Health and safety and food safety requirements.
- To take the lead role within the kitchen and supervise any catering staff present.
- To operate and develop the catering establishment within the terms of the catering policy, contract and budget, making the most efficient use of its resources. (Only required when there is not a chef supervisor on site).
- To achieve and maintain the food costs in accordance with this budget. To produce cost/sales analyses if and when required. (Only required when there is not a chef supervisor on site).
- To provide service users/young people with a healthy well balanced diet, taking into account their individual likes/dislikes.
- To order the food and ingredients from reputable suppliers
- To consistently seek and implement ways of improving the quality and cost-effectiveness of the service by keeping abreast of developments in food service.
- To avoid unnecessary wastage and deterioration of foodstuffs.
- To ensure that the Foundation Personal and food Hygiene Policy and procedures are applied continuously and that there are no breaches of Statutory or Local Authority regulations. Also to support compliance with Ofsted or CQC standards.
- To carry out relevant clerical activities using either a computer or paperwork systems in accordance with Foundation policy and procedures. To account for all money spent and reconcile cash received, and all stocks purchased and used. (Only required when there is not a chef supervisor on site).
- To adhere to the Safer Food for Better Business folder.

- Ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the Establishment are maintained and operated to the standards required by the Statutory, Local Authority and Foundation Health, Safety, Fire and Hygiene regulations and policies. Similarly, to ensure that the employees use same methods of work and that no unauthorised person cleans/operates certain specified equipment.
- To develop and maintain good working relationships with service users and with the staff through regular personal contact. To report regularly to the head of Service on issues raised or discussions held with service users.

#### RESPONSIBLE FOR:

- The Catering establishment's premises and equipment, as defined by the Contract and in accordance with Foundation Health, Safety and Hygiene Policy.
- The purchase of materials, consumables, non-consumables and light equipment within the limits of the budget and in accordance with Foundation Purchasing Policy and Procedures. (Only required when there is not a chef supervisor on site).
- The security and reconciliation of cash and stock in accordance with Foundation Finance and Administration Policies.

# Person Specification

---

## Essential Criteria

### Skills and Knowledge

- Awareness of COSHH regulations
- Awareness of HACAP regulations
- Strong team player with ability to work effectively with diverse groups
- Strong leadership skills
- Effective communication skills, written and verbal
- Effective interpersonal skills; able to engage with a range of audiences
- Ability to maintain confidentiality

### Qualifications and Training

- Qualification in Catering NVQ 2 or equivalent
- Food & Hygiene Certification Levels 1, 2 and 3

### Experience

- Maintaining standards within Catering Department according to Health & Safety and Food Safety Act
- Proven management experience
- Budget management experience
- Significant experience working in similar role in a similar industry
- Experience of conducting staff appraisal
- Experience of catering for a minimum of 50 people

### Personal Qualities

- Empathy with mission, objectives and values of the Foundation

## Desirable Criteria

### Qualifications and Training

- Intermediary or Advanced Food Hygiene training
- Basic First Aid training
- Eating and Drinking Training
- Moving and handling training

### Experience

- Experience, understanding and of awareness of people with medical dietary needs & Dietary requirements
- Experience within a customer services environment

# Organisational Standards

---

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

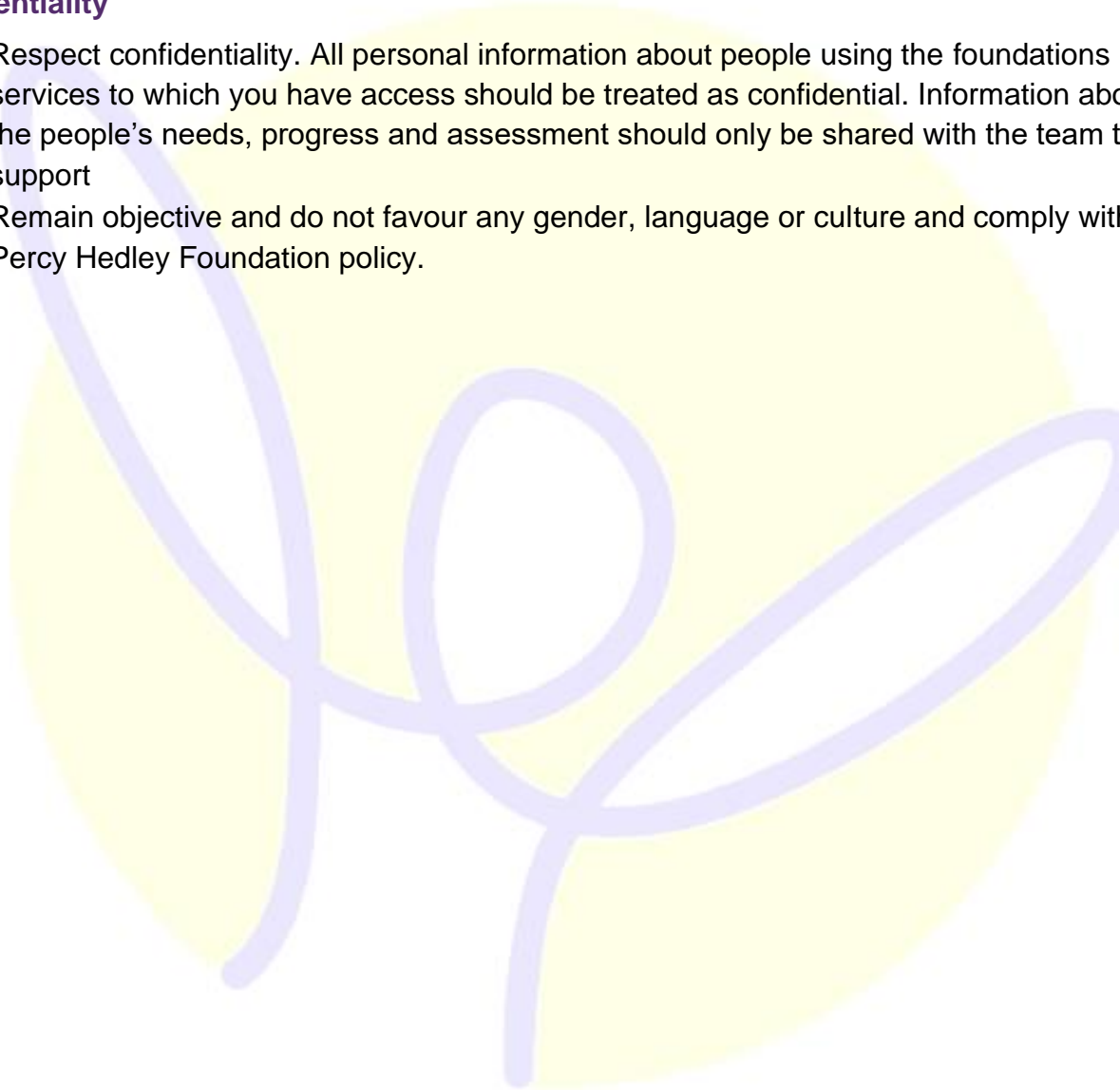
## Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### **Confidentiality**

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.



## About Us

---

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



0191  
266  
5491



Station Road,  
Forest Hall,  
Newcastle  
upon Tyne,  
NE12 8YY



foundation  
@percyhedley.org.uk



percy.  
hedley