

Assistant Cook

Service: Central Services - Catering

Responsible To: Chef Supervisor

Salary: Point 5

Job Purpose

To assist the Chef Supervisor in the day-to-day preparation of food and efficient running of the kitchen.

Main Duties

- Prepare, cook, and present food, to Foundation standards, under the direction of the Chef Supervisor.
- Supervise and instruct staff and trainees, who are allocated to kitchen duties by the Chef Supervisor.
- Take responsibility for certain day to day bookkeeping, stock control, cash management and cash analysis as directed by the Chef Supervisor or Catering manager.
- Prepare hot and cold food.
- Assist in the preparation of menus if required.
- Ensure that food is prepared in accordance with Foundation hygiene procedures e.g. temperatures are recorded, samples are taken, foodstuffs are stored safely and hygienically.
- Ensure that dishes are produced to required standards of quality and presentation for service.
- Ensure that work area is cleaned and cleared.
- Demonstrate good standards of customer service.
- Deputise for the Chef Supervisor when required.
- As and when required by the Catering Manager, carry out additional tasks concerned with the operation of the Unit such as the preparation of food for special functions.
- Any other reasonable duty as requested by your line manager to support the day to day running of the catering service.

Person Specification

Essential Criteria

Skills and Knowledge

- An understanding of current catering trends
- Have an excellent understanding of health and safety
- Ability to work in a team
- A thorough knowledge equipment and suppliers
- Good oral communication skills
- Ability to work on own initiative

Qualifications and Training

- Food hygiene qualification
- Willingness to undertake any other relevant qualifications

Experience

- Minimum of 2 years' experience of working as a chef/cook in a catering environment

Personal Qualities

Desirable Criteria

Skills and Knowledge

- Understanding of the needs of young adults with learning difficulties and disabilities

Experience

- Working with adults or children who have learning disabilities

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