

Cook

Application Information

Larchwood Care

Welcome

We are delighted that you have decided to apply to join the Larchwood Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood we **Care for Life** – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

We believe that if people have the essential qualities required as a Cook we can provide further training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to provide our residents with consistently high standards of food service.

At Larchwood, we offer flexible working hours and will try to accommodate individual needs. It is important that you indicate your hours of work suit you best.

This document provides a summary of the role of Cook which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood team.

Job Description: Cook
Responsible to: Care Home Manager, Chef Manager

Duties:

1. Assist in the planning of menus and ordering of food within set budget parameters using approved suppliers to achieve a high quality of food and presentation at all times.
2. Ensure food is prepared and stored following guidelines from Environmental Health Department.
3. Assist in the management of the kitchen staff on a day-to-day basis (attendance, appearance, duties and role). Assist Preparation of staff rota and manage holiday requests within confines of rota
4. Ensure all staff exercise economy in all aspects of their kitchen duties
5. Assist in the management of the staffing rota for kitchen staff within budget limits
6. Be available for relatives' meetings where required to represent the catering department
7. Attend meetings within the Nursing Home to facilitate interdepartmental communication
8. Communicate with Nurse Manager as to composition of food – minced, pureed or normal diet for all residents including likes/dislikes.
9. Control expenditure on food and report weekly to manager
10. Carry out month and stock counts and report stock figure to Administrator
11. Ensure any requirements for kitchen are effectively communicated to the Nurse Manager in a timely manner
12. Assist in the recruitment of kitchen staff
13. Assist in the induction and orientation of new staff members and documentation of same
14. Communicate with Nurse Manager daily to ascertain occupancy movements and discuss concerns if necessary
15. Ensure kitchen staff communicate regularly with care and domestic staff to ensure service is delivered to an optimum professional level
16. Keep all records up-to-date and assist in ensuring kitchen staff performance reviews are completed by-annually.
17. To undertake all other such duties as may be required from time to time to ensure the smooth running of Home and the well being of the residents.

PERSONNEL SPECIFICATION

Cook

	Essential	Desirable
Attainments (Education and Experience)	Basic Food Hygiene General Knowledge of HACCP Previous cooking experience Experience of managing a Staff team in the achievement of specified goals	Intermediate Food Hygiene 706 level 1 & 2 or equivalent BTEC Nat Hotel & Catering Ability to problem solve Previous management experience
Disposition	Very positive Friendly Reliable Resident focussed	
Circumstances and Availability	Flexible re working hours, early mornings, evenings and weekends Able to work occasional overtime when required	