

# Melrose Care Home

## ***JOB DESCRIPTION***

**Job Title** Cook

**Unit** Nursing Home

**Responsible to** Senior Staff Member

**Hours** as per Rota

**Salary Scale** As per Melrose schedule of homes pay rates

### **Job Purpose**

To work as an integrated member of the Melrose team to provide a high quality of meals to the residents. The Post holder will undertake all aspects of this work including the ordering and management of stock and the planning and preparation of menus that reflect the home ethos bearing in mind the allowed budget.

### **Main Duties**

1. Plan menus on a month by month basis with the help of Care Manager as required

- Liaising with trained nurse on a daily basis about dietary requirements of resident
- Ensuring a vegetarian option available when required
- Make allowances for particular dietary requests

2. To prepare and serve home from home style nutritious meals for residents and their families (if appropriate)

- Be flexible with late or special requests

3. Work with other team members to provide the best service possible

4. Ensure the kitchen is compliant with food safety legislation by keeping Safer Food Better Business documentation up to date.

5. Ensure food ordering is completed on a weekly basis and food is appropriately rotated. Check deliveries. Maintain accurate records.

6. Report any concerns to Nurse in Charge

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7. To attend any training sessions and meetings as required
8. To work within the context of Melrose policy and procedures at all times.

### **Health and Safety**

As an employee you have the responsibility under the Health and safety at Work Act 1974 to:

- i) Take reasonable care of your self and others at work
- ii) Co-operate with Melrose to ensure the laws relating to health and safety are not broken.
- iii) Report any problems or concerns about health and safety to the appropriate person or the manager.

### **Equal Opportunities**

Melrose is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation

### **Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his or her duties

### **Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of all the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out only in consultation with the post holder.

Signed .....

Name .....

Date .....

### **Person specification**

**Job Title**      Cook

**Unit**            Nursing Home

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**Essential**

- Ability to communicate, both written and verbally
- Basic food hygiene certificate
- One year's experience working in a relevant catering environment
- Ability to work as a team member
- Ability to work using own initiative
- Awareness of confidentiality
- Understanding of special dietary needs in relation to nutrition
- Be willing to provide relevant documents for enhanced Criminal Records Bureau Disclosure and Pova check
- Flexibility in attitude
- Flexibility to occasionally cover holidays etc
- Physically fit
- Trustworthy and honest
- Willingness to attend training and develop own skills

**Desirable**

- Intermediate food Hygiene Certificate
- Educated to NVQ level 2
- Experience in working with older people in relation to food requirements
- Interested in opportunities to develop the role further
- Previous experience relevant to job role
- Understanding of the value and importance of choice.