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## **JOB DESCRIPTION**



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| **JOB DETAILS:****Job Title: Weekend Cook****Grade:**  AS 1B**Location of Work: Aspire Catering****Directly responsible to:** Catering manager**Directly responsible for: Granville Respite Care Unit** **10 Victoria Road**  **Eccles** **M30 9HB** **Tel:** **0161 789 1041****Hours of Duty: 8.30-5.00 Saturday and Sunday** **All Bank Holidays excluding Christmas Day and**  Boxing Day.**Qualifications required:****(state whether desirable** **or essential)**Desirable: City and Guilds 706/1 or NVQ  Equivalent  Essential: Current Food Hygiene Certificate |

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| **PRIMARY PURPOSE OF THE JOB:**To be responsible for the preparation and cooking of meals within the establishment. To provide a well balance diet and well cooked meals as attractively served as possible in consultation with a Catering and Service Managers. Maintaining high hygiene standards in accordance with legislation.  |

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| **MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITES:**1. Be responsible for the preparation and cooking of meals within the establishment, providing a well-balanced diet and well cooked meal as attractively served as possible in consultation with the Catering and Service Manager.
2. Be responsible for preparation of menus, portion and provision of special dietary meals within the budget allocated.
3. Keep appropriate records including stock levels and ordering of supplies. Keep appropriate records and complying with food hygiene regulations.
4. Control of hygiene, health and safety in the kitchen and associated areas.
5. Supervision of other employees employed in the kitchen, including allocation of duties.
6. Liaise with the catering manager/service Manager concerning involvement of users in kitchen.
7. Report faults/damage to equipment to a supervisory officer.
8. Any other duties as directed by the aspire Directors
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|  To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.To act at all times with due regard to Aspires Health and Safety Policies and related Codes of Practice.The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

**Date Job Description prepared/revised: 30/10/2023**

**Prepared/revised by: Emlyn Jones**

**Agreed Job Description signed by Holder:**

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The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

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| **Criteria**  | Essential  | Desirable  |
| **Skills** | * Able to communicate effectively with people at all levels
 | * Able to demonstrate flair and imagination in food preparation and presentation
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|  | * Able to motivate and head a team of staff
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|  | * Basic numeracy skills
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|  | * Able to demonstrate good food production and presentation skills
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| **Knowledge** | * Knowledge of and ability to apply techniques to promote customer care
 | * City and Guilds 706/1 Certificate or equivalent
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|  | * Practical implications of regulations and legislation relating to safe and hygienic working within a catering service
 | * Supervisory management qualification
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|  | * Knowledge of techniques used in supervising staff
 | * Food Hygiene Certificate
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|  | * Knowledge of techniques use in training staff on job
 | * Knowledge of marketing techniques
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|  | * Willing to undertake Food Hygiene training
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| **Experience** | * Minimum of 2 years’ experience in catering.
 | * Relevant experience of providing welfare meals
* Supervisory experience within a catering environment
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