



Castlebank Care Home

JOB DESCRIPTION

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the nature of their position will mean that each post holder will be as positive and flexible as possible in using this as a framework.

Job title: Cook	Location/Department: Castle Bank Care Home
Accountable to: Registered Manager	Responsible for: Not applicable

Purpose of the role:

Preparing and cooking a balanced nutritious diet within a controlled hygienic environment as well as controlling systems of food allocation to minimise wastage. Operating and supervising other staff in order that all purchases are controlled within a specified budget.

Key Responsibilities:

1. To control stocks and purchase thereby allocating the quantities of materials.
2. To keep the purchase of materials within allocated budgets.
3. To maintain a balanced diet and varied menus.
4. To be aware of the clients' needs and dietary preferences.
5. To maintain the kitchen equipment as specified by respective manufacturers.
6. To ensure that the kitchen is clean after use and at the end of each shift leave the kitchen in a clean and hygienic state.

7. To ensure that after each meal samples of food are retained in sample pots in chilled form for the required period.
8. To actively contribute in the preparation and cooking of food and the cleaning of the kitchen area.
9. To perform other such reasonable duties as may be required.