Job Description

Job Title: Cook

Responsible to: Facilities Manager

Job Purpose:

To assist the Lead Cook in ensuring that all catering requirements for the hospice and associated premises are met and delivered in line with the highest of food quality, safety and hygiene standards; delivering a high quality service to children, families and all recipients of the service.

Main Duties:

- Prepare and cook a variety of meals, including special diets (e.g. soft, pureed, allergen free, blended)
- Follow the menu plan and working with the care team to ensure that the meals delivered meet the children's preferences and dietary needs, this may include fortifying foods
- Maintaining high standards of cleanliness in working areas, and ensuring the cleaning schedule is adhered to and completed.
- Maintain high standards of food hygiene practices to avoid cross contamination.
- Compliance with food standards agency food safety regulations.
- Monitor stock levels and assist with ordering supplies, managing wastage in order to save money.
- Working collaboratively with care teams to ensure meals align with patient care plans.
- Undertaking catering-related cleaning duties.
- Managing deliveries and ensuring that all food items are stored in line with regulations.
- Assisting with coordinating, training and supervising catering volunteers.
- Serving of main meals including preparation of dining areas.
- Safe disposal or storage of leftover and unused food.
- Preparation of food for visitors and events as and when required.
- Deputising for the Cook in their absence.
- Supporting the housekeeping team with duties when required.
- Maintaining a safe environment and promptly report maintenance or safety concerns to the Facilities Manager
- Ensuring the kitchen and catering areas audits always exceed minimum requirements.
- Maintaining up-to-date knowledge and awareness of food hygiene and health and safety standards, other hygiene standards and other relevant regulations and standards.
- Promoting the health and safety of the clients by observing and reporting to appropriate management any child whose well-being gives cause for concern.

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Other Duties:

- To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- To be curious and innovative, commit to continuous learning, researching new ideas, embracing new ways of working, sharing good practice across the team.
- To be familiar with the Health and Safety and Fire policies and procedures for the organisation completing mandatory learning as required.
- To carry out any other reasonable duty as requested by your line manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

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Person Specification: Cook

	Essential	Desirable
Qualifications	> Good standard of general education. > Food Hygiene Level 2 certificate.	> BTEC, Diploma or equivalent professional qualifications in hotel and catering. > Evidence of further training.
Experience	> Previous experience of catering duties including preparation, cooking and serving of food. > Knowledge of nutrition and dietary needs. > Knowledge of food hygiene regulations.	> Experience in the voluntary sector. > Experience of working in an environment with children and young people. > Knowledge of ethnically diverse dietary requirements. > Awareness of Child Protection issues
Skills and Abilities	> To work collaboratively > Sound practical knowledge of catering. > Willingness to be flexible. > Committed to high standards of cleanliness and hygiene. > Approachable and friendly. > Evidence of using own initiative. > Ability to effectively prioritise. >	> Ability to work with volunteers.
Other	> Commitment to equal opportunities.	
Training	> Completion of required training and learning for ongoing development in role	
Behaviours	> Seeks to work together with others, supporting where possible. > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success.	

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Terms and Conditions of Employment

Job Title:	Cook
Responsible To:	Facilities Manager
Location:	Acorns in the Three Counties Hospice 350 Bath Road Worcester WR5 3RZ
Salary:	£26,227.50 - £26,800 per annum (pro rata)
Enhancements:	Additional enhancements for weekends and bank holidays when worked
Notice:	8 weeks
Hours:	24 hours per week
Holidays:	27 days plus statutory bank holidays (pro rata)
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

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