

## Job Description

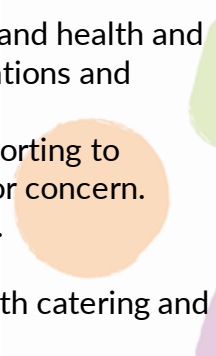
**Job Title:** Lead Cook


**Responsible to:** Facilities Manager

### Job Purpose:

To lead the catering and food service provision, 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.

### 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.
  - > Coordinating training and supervising Cooks and 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.
  - > Supporting the housekeeping team with duties when required.
  - > Maintaining a safe environment and promptly report maintenance or safety concerns to the Facilities Manager.
  - > 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.
  - > Planning menus including for those who have special dietary needs.
  - > Work to and maintain agreed cost margins.
  - > Work closely with the Lead Housekeeper in scheduling rotas for both catering and housekeeping with special interest for weekend rotas.
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- > Monitoring and ordering of equipment and supplies including stock rotation.
  - > Undertaking audits and monitoring, ensuring all associated paperwork and records are maintained.
  - > Preparation of food for visitors and events as and when required.
  - > Completion of all mandatory and core learning as identified in the Academy learning pathway.
  - > Supporting the Facilities Manager in conducting performance and development reviews for the Cooks and supporting learning and development activities.
  - > Ensuring all activities are carried out in line with Health & Safety regulations, other relevant hygiene standards as well as Acorns' policies and Standard Operating Procedures.

### Other Duties:

- > Ensure that our services are family centred and family led and be aware of the need to promote and maintain a positive environment both within Acorns and with all external contacts.
- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation by demonstrating the behaviours expected as shown in Acorns Behaviour Framework.
- > 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 your work.
- > To ensure compliance with Acorns' policies and procedures for equality, diversity and inclusion, employment, health and safety, information governance and safeguarding.
- > Ensure that the service provided is culturally sensitive and appropriate for all sections of the communities we serve.
- > To actively participate in an annual performance and development review process and complete any training and development identified for your role.
- > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
- > 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.



## Person Specification: Lead Cook

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>&gt; City &amp; Guilds 706/1 &amp; 2 or equivalent or NVQ Level 2 or equivalent in cooking or catering.</li> <li>&gt; Basic Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>&gt; BTEC, Diploma or equivalent professional qualifications in hotel and catering.</li> <li>&gt; NVQ in Cooking or Nutrition</li> <li>&gt; Intermediate Food Hygiene Certificate</li> <li>&gt; Basic Health and Safety Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Previous experience of catering duties including preparation, cooking and serving food.</li> <li>&gt; Knowledge of nutrition and dietary needs.</li> <li>&gt; Knowledge of food hygiene regulations.</li> <li>&gt; Knowledge of infection control procedures.</li> <li>&gt; Knowledge of safe storage of food.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience in the voluntary sector.</li> <li>&gt; Experience of working in an environment with children and young people.</li> <li>&gt; Knowledge of ethnically diverse dietary requirements.</li> <li>&gt; Awareness of Child Protection issues</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Ability to guide and supervise others</li> <li>&gt; Ability to effectively prioritise</li> <li>&gt; Ability to plan suitably nutritious meals including special dietary needs.</li> <li>&gt; Ability to be flexible and identify changes to set menus in order to cater for the needs and requirements of the children and young people who use the service.</li> <li>&gt; Ability to use processes such as stock control and rotation to ensure minimum waste of provisions.</li> <li>&gt; Sound practical knowledge of catering.</li> <li>&gt; Willingness to be flexible.</li> <li>&gt; Committed to high standards of cleanliness and hygiene.</li> <li>&gt; Approachable and friendly.</li> <li>&gt; Evidence of using own initiative.</li> <li>&gt; Good level of basic numeracy, literacy and IT skills in order to support menu and recipe planning, stock control and team management through effective communication.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>&gt; Committed to equal opportunities.</li> <li>&gt; Excellent interpersonal skills, with the ability to communicate effectively with people at all levels, both verbally and in writing, including customers</li> <li>&gt; Ability to build successful relationships and manage internal stakeholders.</li> <li>&gt; Ability to be flexible and cover team colleagues</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Challenge the status quo, being curious about why things are done in the way they are</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Embrace change and help others to adapt</li> <li>&gt; Develop an Innovative mindset to improve and develop the service</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> </ul>	

## Terms and Conditions of Employment



<b>Job Title:</b>	Lead Cook
<b>Responsible To:</b>	Facilities Manager
<b>Location:</b>	Acorns in the Black Country Hospice Walstead Road Walsall WS5 4NL
<b>Salary:</b>	£25,876.50 per annum
<b>Enhancements:</b>	Hours worked on a Saturday – 30% enhancement Hours worked on a Sunday – 50% enhancement Hours worked on a bank holiday- 50% enhancement
<b>Notice:</b>	4 weeks, rising in line with statutory provision
<b>Hours:</b>	37.5hrs hours per week
<b>Holidays:</b>	35 days (262.5 hours) including public holidays
<b>Pension:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme). Organisation will contribute 7.5% to pension.
<b>Life Assurance:</b>	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.

