

Job Description

Job title	Cook	Job family	Healthcare
Reporting to	Housekeeping Services Manager	Job code	HOS/027
Location		Evaluation Date	15/02/2013

Main Purpose

Responsible for planning, preparing, cooking and serving meals within a Priory unit ensuring all activities and operations comply with operational standards and statutory regulations.

Key Accountabilities

Quality

1. Ensures the effective and efficient planning and delivery of all aspects of food preparation and cooking, taking account of dietary and nutritional requirements within the unit.
2. Actively involved in the preparation, cooking and serving of food and beverages as well as supervising the work of catering support staff and ensuring operational standards comply with the company's 'Assured Safe Catering policies' and guidelines and statutory regulations.
3. Ensures that stock ordering and rotation is organized in an efficient and cost-effective manner.

Innovation

4. Develops varied and interesting menus which take account of healthy eating guidelines and any dietary requirements of particular patient/pupil group.

Value

5. Responsible for monitoring the Unit's catering budget within Priory standards, taking account of cost per cover calculations, as well as ensuring best value and quality of ingredients in consultation with the line manager.

Knowledge & Skills

The role holder's will numerate, literate and will have been trained to NVQ3 standard with an Intermediate Food Safety Certificate.

Experience

Experience of preparing, and cooking meals gained within a professional kitchen environment.

Autonomy & Impact

Works to agreed short-term objectives where the impact of judgements will be immediately obvious.

Intelligent Problem Solving

Problem solving is based on acquired knowledge and experience; however, the nature of food preparation and staff supervision will occasionally require some adaptive thinking.

Responsibility

Staff

Supervisory responsibility for up to five staff.

Budgets & equipment

Responsible for checking and authorising payment of invoices before submission to line manager for sign-off. Responsible for the proper use and maintenance of catering equipment, and for ensuring the effective storage and rotation of stock and equipment.

Informatics

Shared responsibility for maintaining appropriate records and data as required under the company's Assured Safe Catering policies and guidelines.

Communication & Interaction

Well-developed oral communication skills are required, as the jobholder is required to direct and instruct junior catering/waiting staff.

Working environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine duties require a degree of sustained physical effort.

Special Features

The role holder will be expected to develop their catering skills and regularly update their knowledge of the Priory's operational standards with regard to catering and COSHH.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
		<ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files
Innovation - Being forward thinking and thought leaders	2	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
		<ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services
Value - Due to transparency and flexibility	2	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services
		<ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services