



## Job description

**Job title: Scheme Cook (Weekends)**

**Post No:**

**Grade: Band 6**

**Directorate: Housing and Communities**

**Reports to: Senior Housing Officer**

### **Purpose of the job**

Responsible for the preparation and serving of nutritious, well-balanced meals for residents, luncheon clubs and guests visiting the scheme. This role ensures that food is cooked to a high standard while adhering to dietary requirements, food safety regulations and budgetary guidelines. Assist with the supervision of other staff in the kitchen.

### **Main areas of responsibility**

1. Plan, prepare and cook meals that are nutritious, varied and cater to residents' dietary needs, including allergies, cultural preferences and medical requirements.
2. Ensure meals are prepared in a timely manner and served at appropriate temperatures.
3. Maintain portion control and minimise food waste.
4. Assist in the supervision of the kitchen staff.
5. Ensure good communication skills between staff, suppliers and management.
6. Maintain accurate records of cleaning schedules and stock rotation.
7. To be responsible for carrying out and enforcing temperature checks of food, fridges and freezers.

8. Ensure that kitchen staff maintain high standards of kitchen and food hygiene are maintained.
9. Report faulty kitchen equipment to management/ Housing Repairs.
10. Ensure that all kitchen staff have the required level of training on the use of kitchen equipment and of all cleaning products.
11. Ensure compliance with all relevant statutes and regulations.
12. To be available to cover the cook and other kitchen staff for annual leave and sickness in addition to the normal contracted hours.
13. Ensure that the Council's Health and Safety procedures are adhered to, and that safe working practices, use of safety equipment and clothing are observed by the postholder and others for whom she/he is responsible.
14. Any other duties relevant to a scheme cook role at the direction of the line manager.

## Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

## Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

## Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

## Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures. Relevant NVQ to Level 2 or 3. GCSE A-C level in Maths & English or equivalent experience.



## Person specification

Developed profession skills and expertise in cooking for large groups, ideally in a care, housing or community setting.

Developed experience in food hygiene and safety regulations (Level 3 Food Hygiene Certificate or willingness to obtain).

Comprehensive experience in catering to special dietary requirements.

The ability to communicate effectively with residents, suppliers and other staff.

Breadth and depth of basic knowledge of nutrition and meal planning for older or vulnerable individuals.

Knowledge and understanding of and commitment to Health and Safety legislation and guidance

Excellent working knowledge of Microsoft Office suite applications.

Qualifications - Relevant NVQ to Level 2 or 3. GCSE A-C level in Maths & English or equivalent experience.