

COOK

Identifying Facts:

Current Job Title: Cook
Service Sector: Upper Springland
Organisational Relationships: Reports to Chef Manager and Facilities Manager

Line Manages: NA
Qualification Requirement: Professional Chef Award or Diploma

Job Purpose:

To plan and provide nutritious, freshly prepared meals for a wide variety of dietary requirements for the people who live and attend Upper Springland, adhering to Food Safety standards at all times.

To assist the Chef Manager to create new dishes and menus.

Major Tasks:

1. Food preparation
2. Handling kitchen equipment
3. Maintain Food Safety and Health and Safety Standards at all times
4. Liaising with customers and staff
5. Deputise in absence of Chef Manager

Main Activities

1. Food preparation:

- 1.1. Working from the Chefs' manual, prepare meals for the people who live and attend Upper Springlands following standardised recipes.
- 1.2. Accommodating special requests for meals out with the daily menus.
- 1.3. Preparing fruit and vegetables for consumption.
- 1.4. Weighing, measuring, and mixing ingredients
- 1.5. Preparing raw meat and fish in accordance with HACCP guidelines
- 1.6. Baking rolls, cakes, and pastries
- 1.7. Preparing fresh pizza and pasta dough
- 1.8. Familiarity of food preparation HACCP allergen procedures including gluten, dairy, nuts, seafood etc.
- 1.9. Familiarity with specific dietary requirements including Halal, type 1 and 2 diabetes, vegetarian.
- 1.10. Puree main meals sides and potatoes following texture modification IDDS guidelines.
- 1.11. Catering for functions and events, such as Birthdays, religious holidays, events, Valentines Day, Halloween, BBQ's

2. Handling kitchen equipment:

- 2.1. Safe use of gas and extraction cooking Monitor and regulate temperatures of ovens, fryers, and steamers.
- 2.2. Safe use of kitchen appliances such as blenders, juicers, stand mixers, food processors

3. Maintain Food Safety and Health and Safety Standards at all times:

- 3.1. Measuring food temperatures and recording this on appropriate form specifying whether food is cooked from fresh or re/heat.
- 3.2. Check and record temperatures of all fridges and freezers on appropriate form.
- 3.3. Understand and follow procedures in case of accident (e.g.: falls, burns and scalds, slips and trips, etc) and take appropriate action (e.g.: record and report accident, treat injuries effectively).
- 3.4. Supervise kitchen assistant and ensure they adhere to health and safety policies and procedures (e.g.: checking that they follow cleaning guidelines).
- 3.5. Conducting daily visual checks of premises and, if pest infestations are suspected, report issues to Management.
- 3.6. Follow HACCP (Hazard Analysis and Critical Control Point) procedures to make sure food produces is safe to eat e.g.: Keeping records on hygiene/cleaning schedules, food temperatures, food delivery, etc.

4. Liaising with customers and staff

- 4.1. Seek feedback from diners twice after each cooked meal.
- 4.2. Record feedback and discuss with Chef Manager daily.
- 4.3. Enter requests from diners into the kitchen planner to ensure their dietary needs are met.
- 4.4. Provide soup, salads, toasties and sandwiches for sale to staff.

5. Deputise in absence of Chef Manager:

- 5.1. Arranging duty rotas for all kitchen staff ensuring sufficient cover at all times.
- 5.2. Allocate tasks among staff taking into account the requirements for work to be completed within defined timescales.
- 5.3. Respond to and arrange requests for catering and special events
- 5.4. Providing ongoing support and guidance to catering assistants

Applicable for all roles:

Undertake duties related to the responsibilities of the post delegated by Capability Scotland management.