

Over Day Centre Association

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Job Description for Cook

Main purpose of the role: To plan menus and prepare high quality meals for Over Day Centre's clients, staff and volunteers.

Responsible to: Centre Manager

Responsible for:

1. The preparation of food necessary to produce good quality, two course lunches in line with pre-planned menus, whilst observing good standards of food hygiene at all times.
2. Liaising with Centre Manager to plan menus that meet the nutritional needs of clients, staff and volunteers. NB: Particular care must be taken to ensure that those with special dietary needs (e.g. allergies, diabetes) are catered for appropriately.
3. The supervision of volunteer/paid kitchen assistants.
4. Stock rotation; paying particular attention to dates on packaging.
5. Accurate labelling (including dating) of opened foodstuffs.
6. Maintenance of accurate and timely food hygiene records.
7. Liaising with Centre Manager to order food and other kitchen supplies. All deliveries to be checked and appropriately stored.
8. Ensuring cleanliness of kitchen, storage areas and all cooking equipment.
9. Liaising with Centre Manager to ensure that equipment is appropriately serviced and maintained in good working order (whilst promptly reporting any concerns about equipment to the Centre Manager).
10. Attending relevant training as directed by the Centre Manager.
11. Attending and participating in reviews and staff meetings as required.
12. Covering for Cook that works Thursdays and Fridays if necessary.
13. Willingness to prepare appropriate meals for special events (e.g. turkey roast at Christmas).
14. Regular emptying of kitchen bin whilst ensuring that waste is appropriately disposed of in outdoor bins.
15. The wearing of a uniform (to be supplied by Over Day Centre) whilst working. This uniform should be changed into on arrival at work and will be kept/washed at Over Day Centre.