



HEADWAY GLOUCESTERSHIRE

Headway House
Great Western Road
Gloucester
GL1 3EP

Telephone: 01452 312 713

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Registered Charity No: 299805

E-mail: admin@headwaygloucestershire.org.uk

Website: www.headwaygloucestershire.org.uk

Cook

Permanent

Salary £17,082 pro rata (£8.76 an hour)

22.5 hours a week (9.30am – 2.00pm Monday – Friday, other working patterns considered)

Main Objectives

To work alongside staff and attenders to plan a balanced menu and prepare and cook weekday lunches for survivors of acquired brain injury who attend Headway Gloucestershire's Enablement Centre.

You will be responsible for sourcing and ordering stock and ensuring the kitchen is kept hygienic and up to necessary standards. Being able to cook great tasting and nutritious meals is essential and knowledge of how to meet different dietary requirements would be highly desirable.

Key Responsibilities

Food Preparation

- Work alongside attenders, staff and the management team to prepare menus and deliver meals which are healthy, nutritious and within budget.
- Demonstrate the ability to adapt and tailor the menu to meet specific dietary requirements and to modify meals to manage the risks for survivors with swallowing difficulties.
- Manage food storage and stock rotation to meet Food Standards Agency regulations.
- Ensure efficient and timely ordering of food supplies within budget and source high quality cost effective suppliers.
- Robust management of hygiene and cleanliness in line with current legislation and guidance from Environmental Health.
- Maintain appropriate records including equipment monitoring logs, risk assessments, allergen information, menu records, and day specific dietary requirements.
- Support special functions and activities that take place from time to time outside normal working hours.
- To work within Headway Gloucestershire's core care standards.

General

- To assist in keeping Headway House in a suitable state of order.
- To adhere to Headway Gloucestershire's policies and practices.
- To work collaboratively with all staff members

Diversity

- Demonstrate commitment to Headway Gloucestershire's equality and diversity framework.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

PERSON SPECIFICATION

What is Headway Gloucestershire looking for?	How will we check if you have it?
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		Application Form	Interview
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Knowledge and Experience			
1.	Experience of food preparation for large numbers of people	✓	✓
2.	Experience of cooking in a commercial setting	✓	✓
3.	Basic food hygiene certificate 706/1, 706/2 or equivalent	✓	✓
4.	Knowledge of current food related legislation	✓	✓
5.	Knowledge of environmental health requirements	✓	✓
6.	Experience of working with vulnerable people with complex/multiple needs would be an advantage	✓	✓
Competencies			
	Person Centred Approach:- <ul style="list-style-type: none"> • Demonstrates a commitment to participation and involvement of service users. • Works within established professional boundaries and responds to individual needs. • Actively ensures adults and children are safeguarded from harm. • Manages confidential information appropriately and shows regard for sensitive, personal information. • Considers health and safety needs for every activity, following policies and procedures accurately. 	✓	✓
	Personal Development and Effectiveness:- <ul style="list-style-type: none"> • Is punctual in work. • Maintains accurate client records and produces additional information as required. • Demonstrates commitment to working towards shared goals. • Monitors, manages and undertakes multiple tasks 	✓	✓
	Specialist Knowledge and Application:- <ul style="list-style-type: none"> • Demonstrates procedures, policies and requirements are applied appropriately. • Demonstrates thorough job related knowledge and expertise and strives to develop new areas of expertise. 	✓	✓