

**Cook**

**Job Description & Person Specification**





| **DUTIES AND RESPONSIBILITIES**   * To prepare, cook and serve meals for our clients with profound and multiple learning disabilities and complex dietary needs. * To ensure Food Hygiene controls and infection control are in place and carried out. * Record daily food diaries and fridge and freezer temperatures. * To ensure a good stock control and rotation of food stuffs. * To develop and maintain balanced menus to meet the clients nutritional needs. * To oversee the ordering of food (online) and its delivery. * To ensure the kitchens are kept clean, tidy and safe at all times. * To liaise with managers, staff and speech and language therapists to ensure client’s nutritional needs are fully met. * To assist with feeding clients, following individual care plans. * To assist with some areas of personal care to include moving and handling. * To facilitate increased independence by encouraging and supporting participation in daily living activities and opportunities through meaningful engagement. * To assist in creating a safe environment that supports meaningful engagement and positive risk taking for everyone, in order to promote independence. * To work with people, their families, team members and partner organisations to ensure that support is tailored to meet their individual needs, wishes and in their best interests. * To work with a person centred approach through effective care planning. * To preserve and respect the dignity and privacy of people and their families and uphold confidentiality at all times. * To use a range of communication methods to assist people to make informed decisions and choices about the issues affecting their lives and according to their needs. * To support people in establishing new friendships and maintaining existing ones. * To recognise people’s talents and promote individuality. * To contribute to the smooth running of the home through appropriate methods of communication with the people living there, the staff team, family members and partner organisations. * To protect, identify and safeguard from abuse, all vulnerable people and follow the correct GCC and CQC procedures for reporting a safeguarding concern. * To actively participate in service user reviews and other relevant meetings. * To adhere to all Orchard Trust’s policies and procedures, the Care Quality Commission (CQC) standards, in particular the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS). * To keep up to date and accurate records, undertaking audits and reviews as required. * To attend and participate in team meetings, supervisions, appraisals and training, as requested and required by your manager. * To work flexibly and creatively to meet the needs of the people we support by working weekends, bank holidays, and providing cover as required in the event of staff shortages. * To promote equality and diversity at all times. * To ensure effective handovers are carried out at each shift change. * To undertake the Care Certificate, a mandatory requirement and which must be completed within 12 weeks of commencement.   **Performance Management**   * To be an efficient, collaborative and effective team member. * To communicate effectively and appropriately. * To feedback observations and ideas and share your learning. * To identify problems and opportunities. * To be proactive. * To seek continuous improvement. * To encourage trust through your own actions. * To take responsibility for and undertake any necessary training. * To fully prepare for appraisal meetings. * To ensure good timekeeping.   **Professional Conduct**   * To always behave in a professional manner. * To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role. * To display a personal appearance that is clean, appropriate, tidy and dress according to Trust policy. * To uphold and demonstrate the values of The Orchard Trust and apply these to all internal and external interactions. * To express views in a constructive way. * To support other teams where appropriate in order to seek the best outcomes for the Trust. * To seek guidance if in doubt.   **Equality and Diversity**  At all times promote the Trust’s core values of an organisational culture that positively reflects best practice on equality and diversity. | | |
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| **PERSON SPECIFICATION**  **Personal characteristics**   * Flexible attitude * Open to challenge * Good communicator * Sense of humour * Willing to try new activities * Contribute to effective team work * Organisational skills * “Can do” positive attitude * Able to work on own initiative * Respond to constructive feedback in a positive way * Use reflective practice to improve performance * Encouraging * Adaptable * Self-motivated * Considerate and empathetic * Calm under pressure * Work to high standards * Willing to assist in other areas of the Trust   **Skills**   * Ability to cook a range of nutritional home cooked   meals   * Ability to understand and follow individual care plans * Knowledge of “Safer Food Better Business” issued by   the Food Standards Agency   * Full and current driving licence * The ability to drive and willingness to use your own   transport. Class 1 Business insurance will be required   * Previous knowledge and experience of working with adults with a learning disability.   **Qualifications**   * Basic levels of numeracy, literacy and IT skills * Certificate in Food Hygiene * Diploma in Health & Social Care (Level 2) or equivalent | **Essential**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔** | **Desirable**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔** |
| This job description and person specification is intended as a guide and is not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs of the Trust. | | |

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.