

**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.