

Job Description & Person Specification

Job Title	
Responsible to	Catering Manager
Responsible for	n/a
Department/Location	Redwalls
Date/ Version	June 2022
Purpose of job	To prepare and cook nutritious high quality meals on a day to day basis in line with the standards set by the Foundation under the food and catering governance system whilst ensuring compliance with relevant Health and Safety and food hygiene requirements.
Key Responsibilities	<ol style="list-style-type: none"> 1. To manage and organise the food preparation and delivery service for the home so that all service users have their dietary needs met and staff meals are produced as required. 2. To work with the Care team in reviewing dietary requirements and designing menus so that all service users receive the most appropriate food and drink delivered in the most appropriate way. 3. Liaise with the Home Manager when planning / costing menus in order to provide a balanced nutritious diet, making the best use of available fresh foods. 4. Ensure full compliance with all food hygiene regulations and the Strode Park policy and guidelines so that all food and drink is safely produced and stored. 5. Ensure a full understanding of the needs of the service user and that where possible their choices are safely met. 6. To support the aims and objectives of the Foundation and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 7. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and

	<p>others at all times) and any other relevant law/legislation.</p> <ol style="list-style-type: none"> 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	<ol style="list-style-type: none"> 1. Experience of food preparation within a Care home. 2. Basic education (English and Maths). 3. Be honest, reliable and trustworthy. 4. Good communication skills. 5. Have the drive and ability to meet the demands of the qualification requirements. 6. Ability to work as part of a team in a collaborative and engaging way. 7. Basic education including English and Maths. 8. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 9. Have an interest and understanding of the commitment to the Foundation's aims, values and objectives.
Desirable Criteria	<ol style="list-style-type: none"> 1. Experienced in working in care and/or hospitality. 2. Experience in preparing food for people with specific dietary needs. 3. A knowledge of health and safety practices within a kitchen environment. 4. NVQ Level 2 in Food and Hygiene.
Signed (Employee)	
Print Name	
Date	