



Role Profile and Person Specification

Assistant Cook

Responsible to:	Head Cook / Cook
Responsible for:	N/A
Location:	Residential
Grade:	Grade 3

Context

Care Dorset's vision is "A world where people can thrive". This vision conveys our ambition to have a society in which individuals have the conditions, opportunities, and support to lead fulfilling, successful and meaningful lives. We have an ambitious five-year strategy focused on working towards achieving this vision.

Care Dorset launched in October 2022 as a new provider supporting adults across a range of support models and in different settings including reablement, day opportunities, supported living, extra care as well as residential care. We are a local authority trading company, wholly owned by Dorset Council, with strong ambitions to innovate and transform our existing services to deliver better outcomes for people as well as growing commercially.

We are passionate about not only providing the highest quality of support, but in also providing rewarding and meaningful career opportunities to our colleagues.

The role

The Assistant Cook will:

- To prepare, cook and serve meals and snacks, in accordance with the menus provided.

Key responsibilities

- Deputise for the cook in their absence, including the direction of Kitchen Assistants.
- Prepare food in accordance with menus approved.
- Assist in the preparation and handling of any external meals, including pre-packed frozen meals, for meals-on-wheels delivery and the production of meals for other units.
- Check where appropriate deliveries for quality, quantity and description.
- Ensure the correct and economical use of materials and equipment, to achieve maximum cost efficiency, quality and safety.
- Cleaning kitchen areas and equipment to Environmental Health standards.

- Ensure all equipment is kept in efficient working order and that any mechanical defects or environmental faults are reported to the cook or senior officer on duty.
- Undertake training courses and attend meetings as required.
- Undertake any lesser or comparable duties as required.

This role profile is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

What Benefits Will I Receive

Generous Annual leave entitlement - starting at 27 days, rising to 31 after 5 years (exc. Bank holidays)

- Enhanced Maternity Pay
- Occupational Sick pay entitlement from day one
- Funded Blue Light discount package (superb discounts on travel, leisure, entertainment and more)
- Access to Employee Assistance Programme
- Comprehensive induction
- Excellent training & development opportunities supporting career progression.
- Access to Litmos online learning platform – our one stop shop for learning & development
- Refer a Friend Bonus - up to £300 per person you refer (Uncapped and paid on successful appointment)
- Celebrated success through annual awards ceremony

Person specification

Must haves

Experience and Qualifications

- Good food hygiene knowledge
- Practical cooking skills
- Some experience of working in a kitchen doing food preparation

Skills, abilities and knowledge

- Ability to work as part of a team
- Good communication skills
- Adaptable and able to provide cover in the Cook's absence

Good to have

Experience and qualifications

- Basic food hygiene certificate
- City & Guilds 706 1&2 equivalent
- Menu planning
- Knowledge of ordering

Skills, abilities and knowledge

- Supervision of staff