Post Specification

Post Specification - Key Information

- **Post Title: Cook – Older Adults**
- **Date: August 2025**
- **Post Group Number: 6893**
- **Job Family: Operations**
- **Job Family Role Profile: OP3**
- **Final Grade: 4**

To be read in conjunction with the job family role profile.

Service Area Description

Older Adults Residential Care, Cumbria Care, Provider Services

Purpose of this Post

To engage with residents and staff to understand resident's food and drink preferences and develop menus that reflect those preferences with variety and a balanced and wholesome diet to meet varying nutritional requirements.

To prepare, cook and present meals, snacks and refreshments in a way that is appetising.

Maintain overall responsibility for the running of the kitchen ensuring hygiene standards meets current legislation and efficiency of the kitchen is maximised.

Key Job Specific Accountabilities

This job and this description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially and it is neither exhaustive nor inclusive and is subject to review periodically to meet changing circumstances and demands.

1. Compile menus which meet the preferences of residents and provide a balanced and nutritious diet.

2. Ensure that all cooking utensils, storerooms/cupboards and domestic equipment are kept clean and in good working order. Undertake domestic housekeeping duties as determined by the home's schedule of cleaning.

3. Maintain accurate records in accordance with Environmental Health legislation/requirements. Adhere to the Infection Control Policy and promote good hygiene.

4. Safeguard the security & welfare of residents by reporting and acting accordingly to any mistreatment or suspected mistreatment in line with Safeguarding Policy and the Social Care Council Code of Practice.

5. Throughout all work activities, promote and demonstrate best practice in accordance with Cumbria Care Quality Assurance Procedures, to ensure compliance with Cumbria County Council and Cumbria Care Policies and Procedures and the requirements of the Care Quality Commission (CQC).

6. Note any faults or defects in equipment/appliances or fabric of the building and report to the supervisor, without delay.

7. You are responsible for your own Health & Safety and that of other people in the course of your work and you are expected to take any necessary/appropriate action to ensure this. You will co-operate with your employer to ensure that health and safety requirements are fully met.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: With necessary support of the supervisor ensure effective control of the catering budget.
- Ordering of supplies; checking in of deliveries and maintain a system of stock rotation to ensure produce is fresh and used within appropriate timescales to minimise any wastage.
- **Staff Management Responsibilities:** N/A
- **Other:** Take an active part in supervision and appraisal reviews to maximise opportunities for continuous professional development.
- Take an active part in staff teams meetings to share good practice.

Essential Criteria

- **Qualifications:**
- An up to date Basic Food Hygiene Certificate.
- Willingness to attend training as directed by your Line Manager.
- **Knowledge:**
- An awareness of budgeting & knowledge of stock control & record keeping.
- **Experience:**
- Managing effectively, to minimise waste.
- Menu planning
- **Expertise:**
- Verbal and written communication skills
- Menu planning.
- An ability to prepare and cook a full range of meals to meet the needs of Service Users.
- Polite, friendly & helpful approach to others.
- General cleaning routines within the kitchen.
- To be able to use initiative.
- Commitment to Equal Opportunities

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.

- The level of check required is *(remove others not required):*
    - DBS Enhanced - no barred list

Job Working Circumstances

- **Emotional Demands:** Minimal Exposure
- **Physical Demands:** Considerable effort required

- **Working Conditions:** Minimal disagreeable, unpleasant hazards and considerable adverse exposure
- **Other Factors:** You will be required to work at weekends and undertake shifts.
- Undertake work at other Cumbria Care establishments within the district/locality to meet service requirements. (Each event / situation will be considered by management as to each individual's circumstances)
- Attend training and development events as directed by your line manager and in line with Care Quality Commission (CQC) requirements.