



## Job Description

**Position:** Assistant Cook  
**Location:** Parkview House, Edmonton  
**Reports to:** The Project Manager

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### Position purpose

- To prepare and cook good quality meals for up to 45 clients, duty staff and occasional visitors.
- Responsible to the cook at Parkview House.

### Principal responsibilities

- To prepare and cook good quality meals for up to 45 clients, duty staff and occasional visitors.
- To be responsible for menu planning in conjunction with management and clients wishes, ensuring a balanced, nutritional diet is provided with the emphasis on fresh foods. This includes catering for clients' special requirements, diets, etc.
- Food purchase and/or ordering as directed by Manager or delegated senior staff.
- Food hygiene of equipment and the place within which the work is carried out.
- Cleaning and maintenance of all kitchen equipment and work areas.
- Ensuring that daily routines and procedures connected with cooking duties generally meet current legislative standards and those prescribed by 2Care (e.g. Environmental Health standards and Food Hygiene Regulations)
- Daily preparation and cooking of main and light meals for residents and duty staff as directed by Manager or delegated senior staff member. This includes shared weekend duties.
- To assist with serving meals, if necessary.

### Health and Safety

- To apply 2Cares's Health and Safety Policy within the place of work.

### Training

- To undertake training as deemed necessary by 2Care.

### General

- Such duties as may be required for the proper functioning of the post.
- Staff must be committed to good practice to enable 2Care to provide the highest quality assured service.

## Benefits

<b>Starting salary:</b>	£
<b>Annual salary review:</b>	1 April
<b>Hours of work:</b>	Average of 40 per week (on a shift basis)
<b>Annual leave entitlement:</b>	20 days + 8 public holidays per annum
<b>Benefits:</b>	First rate life assurance cover, 3 times annual salary
<b>Pension scheme:</b>	Company pension after 12 months service ( <i>final salary scheme</i> )