**Linc Cymru – Job Description**

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| **Role Title** | **Bank Cook** | **Department & Location** | **AWS** |
| **Reporting to** | **Chef Manager** | **Responsible for** |  |

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| **One Linc Behaviours and Practices** |
| * At Linc, we believe in creating the right environment for people to flourish. We are passionate, taking pride in everything we do and driven by a positive, infectious attitude. This fuels our desire to work together to create environments where people can flourish and a happier, healthier Wales. * Our passion makes us ambitious. We are curious, embracing new ideas that will provide great experiences for our customers and colleagues and always looking to find ways to challenge ‘the norm’. * Our ambition is based on listening and being respectful. We value our customers and staff and listen to and learn from them; we never create change for the sake of it but use insight to help us respond to their needs. |
| **Role Purpose** |
| * To plan and provide nutritious meals to all residents on a daily basis, ensuring food purchased is fresh and within budget. * Ensure all Health and Safety and environmental health standards are achieved and maintained |
| **Key Leadership Accountabilities** |
| **Organisation-wide:**   * Participate in staff meetings and in staff training where applicable. * Report and record in the appropriate manner any information considered to be important to the Chef Manager.      * Adhere to Linc’s policy and procedures. * Any other duties that the post holder may reasonably be expected to perform.   **Functional:**   * Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies. * To conform to the Care Home’s Food Hygiene procedures. * Ensure all equipment used is well maintained, in good working order and to log any defects and report to the Chef Manager. * To prepare, cook and present well-balanced meals and beverages to the highest quality incorporating cultural and dietary needs as required by the residents and staff at the scheme. * Work closely with residents to plan menus that reflect choice and preferences.      * Ensure all stock ordered is consistent with planned menus that reflect choice and preference. * Work closely with the Chef Manager, by maintaining and assisting with the catering budget. * Work closely with the Chef Manager to ensure catering services are provided to the appropriate standards to residents. * Maintain and check First Aid equipment within the kitchen. * Maintain accurate stock control. * Carry out good food management, temperature controls and HACCP documentation according to current Food Hygiene regulations.   **Managerial:**   * Deputise for the Chef Manager in their absence and direct and supervise all kitchen staff and ensure that they are aware of their responsibilities with regards to food hygiene and preparation, and Health and Safety requirements.   **Financial:**   * Assist in maintaining an annual catering budget. |
| **Person requirements** |
| **Leadership:**   * Ability to lead and support the management of the kitchen staff. * Ability to motivate a team of staff. Communication: * Excellent verbal and written communication skills. Strategic Awareness: * Provide a service in line with Linc’s standard of quality whilst remaining within budget.   **Business Management:**   * Committed to providing a high-quality service. * Responsive to residents’ individual dietary and cultural needs. * Capable of working to a budget. * Willing to attend such training sessions that are deemed necessary by Line Management. * Team worker. * Aptitude towards continuous learning and development.   **Knowledge/Qualifications:**   * Previous catering experience within a commercial setting * IT skills - Microsoft Office * Understanding of and clear commitment to food hygiene, health and safety practices. * Food Hygiene Certified - Level 2 as a minimum. * First Aid Certified. * NVQ Level 2/ 3 in Food Preparation/ Catering. * Understanding and commitment to Equal Opportunities. * Knowledge of cleaning procedures. * Enhanced DBS check will be carried out for this post.   **Equality**  Linc Cymru is committed to encouraging diversity amongst our workforce and eliminating discrimination. We aim to ensure fairness and have a commitment that no employee, worker or client will be discriminated against on grounds of their gender, disability, race, age, sexual orientation, religion or belief (protected characteristics). Recruitment, training and promotion will be based on aptitude and ability and all employees will be encouraged to develop their full potential. We are committed to providing equality for all, encouraging mutual respect, and promoting the benefits of diversity. Responsibility rests with all staff for ensuring that there is no unlawful discrimination, and the attitudes of staff are crucial to the success of equality and diversity within Linc. In particular, all members of staff should:   * comply with Linc’s Equality and Diversity Policy. * not discriminate in their day-to-day activities or induce others to do so; * not victimise, harass or intimidate other staff, clients or visitors who have, or are perceived to have one of the protected characteristics listed above. * ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic. * inform their manager if they become aware of any discriminatory practice.   **Health & Safety**  Linc Cymru operates in line with comprehensive Health and Safety policies and procedures, copies of which are available for all staff. You must observe and comply with all safety rules and familiarise yourself with fire precautions when at any of Linc’s premises. You must attend and/or complete mandatory health and safety and or fire training and drills, as and when required, in order to maintain the safety of yourself and others. If an accident or injury occurs it should be reported in full as soon as possible using the appropriate method.  ***Linc Cymru reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.***  **Signed Job Holder.........................................................Date..............................**  **Signed Line Manager.................................................... Date................................**       |  | | --- | | ***Linc Cymru reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility*** | |  | |