



## BEANNACHAR CAMPHILL COMMUNITY

### Job Description – Cook

## COOK

### JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Part Time Cook
Location	Beannachar Camphill South Deeside Road Banchory Devenick AB12 5YL
Purpose	To prepare home cooked mid-day meal, and supper for approx. 12 people using locally sourced fresh produce. To have responsibility for the day to day running of the kitchen and the delivery of quality meals to the residents and staff.
Organisation	Beannachar strives to create that environment by providing a warm, welcoming and secure home life in a 'House Community'. Each House Community has 5 or 6 students. The house is also home to a team of international volunteers who live with and support the students in everyday life, work, and leisure.
Working time	Thursday and Friday 9a.m to 5p.m (8.am to 4pm considered also)
Reports to	The House Co-ordinator
Supervising	No direct supervision of a staff team. Guiding and supporting a volunteer support worker either alone, or alongside a person with learning disabilities will be required.
Pay	£11.01 per hour.
Other Benefits	Workplace pension, 6 weeks annual leave (pro-rata).

## JOB DESCRIPTION

### Main Areas of Responsibility

#### Kitchen Duties

- To prepare lunch, and accommodate any special diets for around 12/15 staff and residents.
- To prepare a light meal for supper.
- To prepare home baked goods for tea and celebrations.



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- To provide for special diets.
- To respect resident involvement in meal preparations.
- To leave a clean and tidy kitchen at the end of each day.
- To follow Cook Safe policy and procedures.
- Develop and set menus
- Food orders and stock control
- Person Centred menu planning in liaison with House Coordinator.
- Ensure daily/ weekly / monthly cleaning tasks are carried out to maintain a high standard of cleanliness in the kitchen and larders
- Accountable for Environmental Health Inspections.
- Support any volunteers working in the kitchen

#### **House Keeping Duties**

- Clean other areas of the house to specified cleaning standards e.g Dining Room and Communal areas.
- To contribute to the upkeep of a safe, secure and attractive home environment.

#### **Teamwork, Communication, Health and Safety**

- Liaise with other cooks and staff members who contribute to the smooth running of the kitchen and house e.g Garden Workshop Leader.
- Liaise with the Team Leader/House Coordinator on shift.
- To interact with and take responsibility for the safety of the student residents in their house. You will not be providing direct support to a student but as part of a household of vulnerable young adults, you will have a duty of care to them and will value and uphold treating everyone with dignity and respect .
- Support and guide any other volunteer/staff member on shift.
- Maintain a high standard of cleanliness and food hygiene.
- Follow ecological waste disposal of food packaging and food waste.
- Follow ecological and environmentally sustainable practices.
- Comply with all Health and Safety regulations to ensure a safe working environment.

**This does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employees in the role. Beannchar reserves the right to require employees to perform other duties from time to time.**

#### **Training**

To take part in training courses as required.



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#### PVG/Disclosure

As the role involves working in an environment with vulnerable people PVG membership is required for this post. If you are not a PVG member, you will need to apply for membership before you can work at Beannachar and will be guided through this process.

#### Other requirements

A degree of flexibility is needed. You may occasionally need to perform work not specifically referred to above to support the house and residents. The need to do such duties will be reasonable and as agreed between the post holder and the manager.

#### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Elementary food hygiene certificate.	S/NVQ in Catering or equivalent.
<b>Skills / Aptitude / Abilities</b>	<p>Satisfactory computer skills, and experience in ordering food/kitchen supplies</p> <p>Able to produce simple but creative and well-presented dishes.</p> <p>Willing and able to clean to National Cleaning Specifications.</p> <p>Ability to take initiative.</p> <p>Able to work with others from varied cultural / spiritual backgrounds.</p> <p>Good communication skills.</p> <p>Open to feedback and able to respond to residents' requests and preferences.</p>	<p>Experience in online ordering of food/kitchen supplies</p> <p>Understanding nutritional needs of people.</p> <p>Understanding of swallowing difficulties and food textures.</p> <p>Understanding and or experience of the needs of young adults with autism and learning disabilities.</p>



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	Ability to guide and direct others.	
<b>Knowledge</b>	A basic knowledge of dietary needs. “Cook Safe” – Food Standards Scotland	
<b>Experience</b>	Cooking or catering for small groups.	Experience as a cook in a busy kitchen, day service or care home.



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<b>Personal Attributes</b>	Enthusiastic about cooking. Approachable Flexible and cooperative.	
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