

Isle of Man  
Public Service  
**Careers**



## **Assistant Cook**

Southlands Resource Centre

**Job Information**

**MANX CARE  
Adult Services**

**JOB DESCRIPTION**

**POST TITLE**                      **Assistant Cook**

**GRADE**                              **Skill Zone 2 / Pay Band 5**

**RESPONSIBLE TO**              **Head Cook**

**Job Purpose**

To assist the Head Cook in the preparation, cooking and serving of meals, and in the absence of the Head Cook take responsibility for the running of the kitchen. All in accordance with HACCP food safety assurance system

Responsible for the safety of food from purchasing, delivery, storage, preparation to final cooking and serving

Maintain strict hygiene standards and records in accordance with the DHSC Food Safety File.

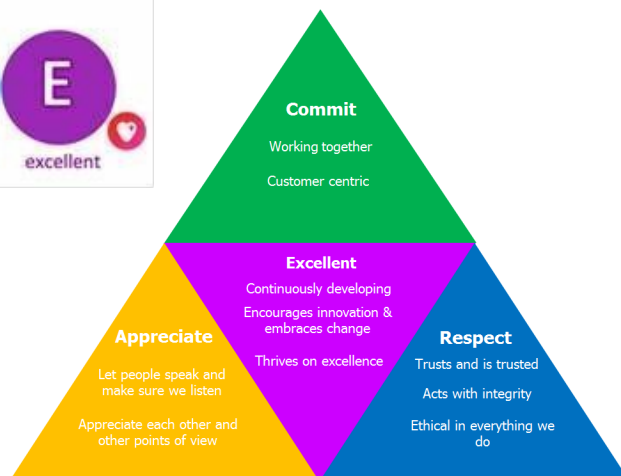
**Organisational Structure**

Director of Community Care
Operational Lead
Service Lead
Resource Centre Manager
Cook in Charge
Assistant Cook

*This document is intended to be a guide to the general scope of duties and will be subject to periodic review in light of developments.*

**Service Values**

In Manx Care, we pride ourselves on being Committed, Appreciative, Respectful and Excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.



## Scope of Job

### **Customer Care**

To be committed and responsible for ensuring the delivery of services; giving consideration to the assessed risks, rights and choices of the individual; this being done under the advice and guidance of the line Manager.

### **Service Delivery**

To be responsible for working as a member of the Older Persons Team, in all aspects of delivering nutritious meals to service users. If required to do so, work in any area within the department's Older Persons Service.

### **Administration**

To be responsible for record keeping relating to food and kitchen.

### **Quality Assurance**

To be committed to ensure high standards of meals are delivered at all times; effectively communicating with colleagues, service users and other organisation

## ROLE SPECIFIC SECTION FOR ASSISTANT COOK

- To act up for the Head Cook as and when is necessary and ensure all standards of work are maintained.
- Work in a person centred way to provide meals and food which demonstrates variety, and takes account of dietary and cultural requirements.
- Work autonomously and continually develop skills, knowledge and experience.
- Regularly lead and manage the kitchen during a seven day period when the Head Cook is not on shift.
- Manage and lead maintenance and repairs to equipment.
- Manage all ordering of food.
- Manage, plan/adapt menus should problems occur.
- Check and manage their rotas and look to change/organise cover in the event of sickness absence.
- Respond and manage complaints.
- Key responsibility in management of food allergens every time they cook.
- Knowledge and awareness of dietary requirement and allergies: including but not limited to soft, puree, fat free, nut free.
- Take lead role in auditing the unit kitchens.
- Actively attend and participate in unit, resident meetings and staff meetings
- Manage stock rotation and storage.
- Responsible for correct delivery and safe storage of supplies.
- Undertake preparation, cooking and serving of meals
- Ensure compliance with all food hygiene and food safety legislation including completion of all paperwork required by the system.
- Wear the uniform provided, and ensure a smart clean appearance is maintained at all times whilst on duty, and all other catering staff members are wearing the correct uniform.
- To ensure proper standards of food, personal hygiene and cleanliness are maintained, reporting any deviation from direct policies. This will include cleaning of all kitchen areas to the required standard.
- To undertake any training deemed necessary to enhance the development of oneself and the service.

## CORE SECTION

### **Health & Safety**

- Be aware of the Health & Safety at Work Act and the Department of Social Care Health & Safety Policies
- Be aware of the Isle of Man Food Bill 1996, Food Safety Act and the Food Safety (general food hygiene) Regulations 1995
- Take reasonable care for own Health, Safety and Welfare and that of anyone who may be affected by any acts and omissions on the post holders behalf
- Responsible for the maintenance of a safe environment
- Responsible for the safe and regular disposal of refuse and waste
- Use equipment appropriately and correctly at all times and ensure staff do the same
- Ensure adequate pest control is in place

### **General**

- Maintain good working relations with colleagues
- Promote a quality service by working with agreed standards as per the Food Safety File
- Maintain confidentiality and have regard to clients choice
- Dress and conduct should be of a standard which promotes clients and public confidence in the ability of the individual and the service as a whole

### **Other Factors**

The post holder may be required to perform duties other than those given in this job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed.

Will be required to work on a rota basis; which will include unsociable hours, weekends and bank holidays.

## Manx Care

### Person Specification

<p><b>Post:</b>            <b>Assistant Cook</b></p> <p><b>Department:</b> <b>Manx Care, Social Services Division, Southlands</b></p> <p><b>Job Summary:</b> <b>To assist the Head Cook in the preparation, cooking and serving of meals, and in the absence of the Head Cook take responsibility for the running of the kitchen.</b></p>
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<b>ATTRIBUTES</b>	<b>Essential or Desirable</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualification/Training</b>		
NVQ/QCF Level 2 in Catering/or willingness to undertake QCF	E	CV/Interview/Pre-employment checks
Willing to attend mandatory training and a commitment to Continuing Professional Development including Food Hygiene Level 3	E	Interview
<b>Experience</b>		
Experience working in a commercial kitchen	E	CV/Interview
<b>Knowledge and skills</b>		
Good written and verbal communication skills	E	CV/Interview
Ability to manage a team	E	Interview
Awareness of health and safety	E	CV/Interview
Good IT skills	E	CV/Interview
Leadership and Organisational skills	E	Interview
Knowledge of environmental health issues in a kitchen environment	E	Interview
Knowledge of Basic Food Hygiene	E	Interview
Awareness of HACCP and risk assessments	E	Interview
Basic knowledge of nutritional and therapeutic diets	E	Interview
Effective time management	E	Interview
Ability to record data in accordance with policies and procedures	E	Interview

<b>Personal Attributes</b>		
Good interpersonal skills	E	Interview
Reliable and committed	E	Interview
Resilient and calm when under pressure	E	Interview
Flexible and able to work on a rota basis, which will include unsociable hours, weekends and bank holidays	E	Interview
Isle of Man worker	D	Application
Satisfactory police check	E	Pre-employment checks