



Job Description

Job Title:	Assistant Cook – Cummal Mooar
Grade:	Skill Zone 2 / Pay Band 5
Division:	Adult Social Care / Older Peoples Service
Responsible to:	Head Chef

Overview

The creation of Manx Care in 2021 involved the integration of all social care services. Work is ongoing in Social Care to cement this integration, exploring culture and effective ways of working within the new structure of Manx Care, with the Department of Health and Social Care and with our stakeholders and partners.

Cummal Mooar provides 24/7 care and support. This role is required to provide nutritious meals and snacks for those accessing the service.

CARE

In Manx Care we pride ourselves on our Commitment & passion, Accountability & reflection, Respect & inclusion, and Excellence & innovation. 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.

Job Purpose

- To assist the Head Chef in the preparation, cooking and serving of meals, and in the absence of the Head Chef, take responsibility for the running of the kitchen.
- Always work in accordance with Hazard Analysis and Critical Control Point (HACCP) food safety procedures and guidelines.
- Be 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 Manx Care's Food Safety File and Food Standards Agency.
- Be required to work on a rota basis, which will include unsociable hours, weekends and bank holidays.

Duties and Responsibilities

♥ Catering Processes

The post holder will:

- Order provisions within agreed budgetary limits from approved suppliers.
- Be responsible for the receipt of goods: general overall quality and quantity, weight, damage, use by date.
- Be responsible for the safe storage of goods: temperature and compliance with storage instruction.
- Use stock rotation as best practice, taking precautions against the risk of contamination between products.
- Ensure all waste is disposed of appropriately.
- Be responsible for ensuring the preparation, cooking and serving of up to three meals a day for service users and occasionally staff, ensuring meals are prepared on time.
- Provide meals and food which demonstrates variety, ensuring all identified risks are taken into account i.e. texture, dietary and cultural requirements.
- Have sound knowledge and awareness of dietary requirements and allergies, including but not limited to different food textures, choking and swallowing difficulties, fat free, dairy free, nut free, gluten free foods.
- Plan and adapt menus should problems occur i.e. supply issues.
- Take responsibility in the management of food allergens every time they prepare food.
- Ensure strict food hygiene standards are maintained in all areas. Ensuring compliance with legal requirements under Health and Safety and other relevant Legislation.
- Ensure full compliance with HACCP, COSHH and any other Health & Safety regulation.
- Identify potential hazards (critical points) that could occur during the production of food, and ensure there are effective processes in place to control such hazards.
- Ensuring that equipment is safe, maintained and fit for purpose, sourcing replacements with prior discussion with management as necessary.
- Carry out visual inspections on all equipment on regular basis and report findings.
- Follow cleaning schedules as directed by the Head Chef.
- Carry out kitchen audits and record findings.
- Ensure that any building or service issue is promptly reported to the person in charge of the building at the time.

♥ Decisions and Judgement

The post holder will:

- Act up for the Head Chef as and when is necessary and ensure all standards of work are maintained.
- Regularly lead and manage the kitchen during a seven day period when the Head Chef is not on shift.
- Exercise own judgement in emergency situations such as fire or medical emergency and initiate first response reporting to relevant persons.
- Work in an autonomous way.
- Report to the Manager any issues/concerns which the post holder cannot resolve themselves.
- Check and manage rotas, organise cover in the event of absence.
- Respond to complaints in accordance with Manx Care Policy.
- ♥ Attend and participate in a range of meetings i.e. staff meetings.

♥ Administration

The post holder will:

- Ensure that records are maintained and stored in accordance with the requirements of GDPR and Data Protection Legislation.
- Ensuring that appropriate financial procedures are followed in all aspects, ordering, invoice, processing, stock management, in line with Isle of Man Government Financial Regulations.

♥ Personal Development / Training

The post holder will:

- Undertake all mandatory and additional training following discussion with the Head Chef.
- Be committed and to take responsibility for own Personal Development Plan which should reflect the core values and objectives of Manx Care.
- Participate in regular formal supervision in line with current Supervision Policy.

♥ Personal Responsibility

The post holder will:

- Demonstrate good ethics, by escalating concerns when standards are not being met, or health and safety is being compromised.
- Show integrity by being honest, working to the required standard at all times, being professional and committed to the role.
- Maintain good working relationship with all colleagues.
- Conduct should be of a standard which promotes client and public confidence in the ability of the individual and the service as a whole.
- Uphold the values of Manx Care.

♥ Environmental / Health & Safety

The post holder will:

- Provide support within other areas of the service
- Have a working knowledge of all equipment used in the area, ensuring it is used in a safe and appropriate manner for which it was designed.
- Ensure that all equipment used in the area is in good working order.
- Ensure that all faulty equipment is removed from the area, and reported to the relevant department for repair.
- It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.
- Ensure incidents are appropriately recorded and risk assessed, and notifications sent to regulatory and departmental agencies as required.
- It is each person's responsibility to ensure a secure environment and after addressing immediate concerns, investigate and rectify any breaches of security.
- Be aware of the Isle of Man Food Bill 1996, Food Safety Act 1990 and the food safety (general food hygiene) Regulations 1995.
- Wear the uniform provided and ensure a smart appearance is maintained, ensuring colleagues are also wearing the correct uniform.
- Wear appropriate protective equipment and clothing.
- Be required to work as a lone worker at times dependent on the needs of the service.

- Ensure adequate pest control is in place.
- 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 holder's behalf.

♥ Legislation

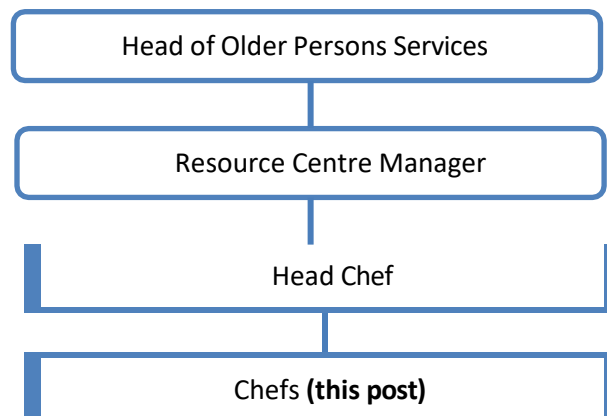
Ensure you are aware and work within the constraints of relevant legislation, including, but not limited to, Social Services Act (2012), Data Protection Act (2018), and Health and Safety Act (1974).

All Manx Care colleagues are expected to recognise that the everyday business of the organisation requires the highest level of personal integrity. Each employee has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.

Note: This job description forms part of the contract of employment of the person appointed to this post. Whilst it provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, Manx Care may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location within Manx Care, provided that such changes are appropriate to the employee's remuneration and status.

Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.





**Manx Care
Person Specification**

Job Title:	Assistant Cook
Board:	Manx Care
Care Group:	Social Care, Older People's Services
Grade:	Skill Zone 2 / Pay Band 5

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Credibility Professional Level 2 catering qualification e.g. NVQ, RQF or equivalent.	D	CV
Willingness to undertake RQF Level 2 in Catering within an agreed time scale not exceeding two years.	E	CV/Interview
Willingness to attend all mandatory training and a commitment to Continuing Professional Development including Food Hygiene Level 3.	E	CV/Interview
Awareness of Food Safety Legislation	E	CV/Interview
Capability Experience of working in a commercial kitchen.	E	CV/Interview
Good command of the English language, including comprehension, written and oral skills.	E	CV/Interview
Ability to manage a team in the absence of a Head Chef.	E	CV/Interview
Knowledge of Health & Safety and environmental health issues relevant to a catering environment.	E	CV/Interview
Knowledge, and practical ability, in the use of IT systems.	E	CV/Interview
Knowledge of food hygiene and safety standards.	E	CV/Interview
Sound knowledge and understanding of HACCP and risk assessments.	E	CV/Interview

Knowledge of nutritional, specialist diets and food allergies.	E	CV/Interview
Able to record data in accordance with Policy and Procedures.	E	CV/Interview
Character Good interpersonal skills and ability to work with people as part of a team as well as an ability to use own initiative.	E	CV/Interview
Resilient and calm when under pressure	E	CV/Interview
Meet the requirements of the CARE ethos	E	CV/Interview
Ability to prioritise workload and effectively manage time.	E	CV/Interview
Reliable and self-motivated with flexible attitude	E	CV/Interview
CARE Excellent interpersonal skills, respectful and professional approach with colleagues and customers.	E	Interview
Innovative and embraces change.	E	Interview
Conscientious and proactive approach to achieve and maintain excellent standards.	E	Interview
Have an appreciation of the individual needs of others.	E	Interview
Punctual and committed to the role.	E	Interview
Circumstances and Interests Isle of Man Worker.	D	Application
Be able to travel to different venues across the Island i.e. different homes within the service.	E	Interview
Able to work varied hours when necessary.	E	Interview
Satisfactory Police Check.	E	Pre-employment checks
Physically able to carry out the requirements of the role.	E	Pre-employment checks