

Cook

(Salary as advertised)

Passmores House

37.5

Permanent

1. Main purpose of the role

Based at Passmores House (a 23-bed residential detox and rehab in Harlow, Essex), the post holder will cook for residents on a Monday to Friday basis. The post holder will provide all meals, beverages and snacks in accordance with Passmores House policies and procedures.

The post holder will comply with all legal requirements relating to the production and storage of food as well as ensuring Passmores House maintains the 5 Star rating by Food Standards Agency for cleanliness, hygiene and safety.

The post holder will ensure all meals are nutritious and meet all residents' dietary requirements. He/she will be expected to meet with residents weekly to confirm the agreed menu plan for the coming week, taking into account cost implications.

The post holder will be responsible for the ordering and stock taking of all food and related items and communicate with his/her line manager on a regular basis.

The post holder will be expected to attend regular and ad-hoc meetings as well as ensuring he/she meets mandatory training requirements.

The post holder may be expected to undertake other duties, depending on skills and competency, to ensure the efficient running of Passmores House.

2. Reporting and working relationships

<p>Reporting relationships:</p> <ul style="list-style-type: none"> ▶ Reports to ▶ Line manages 	
<p>Working relationships:</p> <ul style="list-style-type: none"> ▶ Xxx ▶ Xxx 	
<p>3. Role-specific responsibilities</p>	
<p>3.1</p>	<p>Duties</p> <ul style="list-style-type: none"> • To work as a member of the multi-disciplinary team to ensure service users’ nutrition and dietary needs are met in accordance with best practice standards. • To make necessary adjustments, to ensure cultural needs (e.g. Halal food) are met in accordance with national guidance. • To ensure all food substances are prepared in accordance with local and national guidance and that all health and safety precautions are being adhered to; • To communicate with service users and designated managers to ensure food supplies are fresh, timely, appropriate and meets the needs of service users and the organisation in terms of nutrition and cost. • To ensure the kitchen and related areas meet all health and safety and hygiene certification as specified and on an annual basis. • To meet with supervisor regularly and to undertake appraisal as required;

	<ul style="list-style-type: none"> • To ensure all equipment's are clean, functional and meets all regulatory standards; • To ensure the highest quality of service is delivered by following local and national quality and performance standards, guidance, protocols, procedures and practice guidelines. To ensuring that all work is performed in accordance with organisation policies and procedures, including the Serious Incident policy.
3.2	<p>Quality Control</p> <ul style="list-style-type: none"> ▶ Participate in annual health and safety audit; ▶ Participate in annual food and hand hygiene audit; ▶ Participate in nutritional audit; ▶ Ensure that all service delivery is in-line with the service specification and service contracts, and meet agreed targets. ▶ Ensure that all information in relation to safeguarding is maintained and reported. ▶ Ensure that all complaints are dealt with promptly and reported in line with CQC and WDP requirements.
3.3	<p>Service Communications</p> <ul style="list-style-type: none"> ▶ To participate in multi-disciplinary meetings. ▶ To develop close links with partner agencies and services. ▶ To liaise with service users as required and to receive feedback, praise or complaints in accordance with WDP policy and guidelines. ▶ To promote an open dialogue culture where a positive culture on improving communication, and maintenance of a healthy therapeutic relationship with service users. ▶ To contribute to the promotion of team cohesiveness, multi-disciplinary working and at all times work collaboratively with colleagues in all parts of the organisation to achieve healthy and effective communication. ▶ To work collaboratively in developing professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted. ▶ To provide nutritional advice, based on personal skills and competence, when required to other colleagues in relation to health and wellbeing to substance misusing service users. ▶ To participate in a range of partnership arrangements both internal and external to the service/unit while remaining within the boundaries of good practice.
3.4	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the team ▶ To participate constructively and positively in staff and other meetings to promote and support communication channels within the organisation ▶ To comply with WDP's policies and procedures ▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable. ▶ To comply with Infection Prevention and Control policies ▶ To observe professional integrity in relationships with all stakeholders

	<ul style="list-style-type: none"> ▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.
	<p>Staff Management</p> <ul style="list-style-type: none"> • To be responsible for the effective running of the kitchen and related areas and to keep records of economical use of time and resources, daily menus, ordering and stock take of food supplies. • To maintain accurate and up-to-date information on all purchases and expenditure and ensure information are in line with Standing Financial Instructions. • To adhere to all WDP data recording policies. • To be responsible for use of resources allocated for the purpose of the post. <p>To demonstrate responsible time management.</p>
	<p>Liaison</p> <ul style="list-style-type: none"> • To represent and promote WDP with external partners • To liaise, in partnership with line managers regarding suppliers and financial arrangements • To participate in internal and external working parties as required. <p>To liaise closely with your line manager and other senior managers as required.</p>
	<p>Learning and Development</p> <ul style="list-style-type: none"> • To be directly accountable for own practice and to operate in-line with the relevant conduct in relation to a chef/cook. • To undertake Operational Supervision in accordance with local line management arrangements as stated in the WDP Supervision Policy; • To complete the WDP annual appraisal/review process and personal development plans/objectives. • To identify training needs as part of the annual appraisal/review process and complete evaluation of training events and courses attended. <p>To take part in the teaching and training programme organised by the team/service.</p>
	<p>Management of Resources</p> <ul style="list-style-type: none"> • To be responsible for the effective management of designated resources and to keep records of economical use of time and resources, daily menu, accounts ledger and menu planning. • To adhere to WDP service data recording policies • To be responsible for ensuring annual audits and other data reporting activities are submitted within agreed timescales. • To be responsible for use of resources allocated for the purpose of the post. <p>To demonstrate responsible time management.</p>

4. WDP's commitment to you

<i>WDP works within the following framework and requires all employees to do the same.</i>	
4.1	<p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p>
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p>
4.4	<p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
4.5	<p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP's services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p>
5. Your commitment to WDP	
5.1	<p><u>WDP Vision, Mission and Values</u></p> <p>Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.</p>
5.2	<p><u>Vulnerable children and adults</u></p> <p>Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.</p>
5.3	<p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with service users, peers and other relevant professionals.</p>

5.4	<p><u>Health & Safety</u></p> <p>Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.</p>
5.5	<p><u>Confidentiality</u></p> <p>Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.</p>
5.6	<p><u>Information Governance</u></p> <p>Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.</p>
5.7	<p><u>Continuous Professional and Personal Development</u></p> <p>Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.</p>
<p><i>The above is an outline of the post holder’s duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.</i></p>	

Person specification		E/D	Measured by
<p>Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).</p> <p>Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.</p>			
1.	Education, knowledge and experience		
1.1	An understanding of “Safer Food Better Business” and Level 2 Food Safety.	E/D	A/I
1.2	A clear understanding of Food Management Systems.	E/D	A/I
1.3	A commitment to your own learning and development and the learning and development of others is essential.	E/D	A/I
1.4	Experience of working in a kitchen with limited support.	E/D	A/I

1.5	A clear understanding of nutrition and managing dietary needs.	E/D	A/I
2. Abilities and skills			
2.1	Ordering and managing to a fixed budget. Being able to cook for up to 23 people at a time.	E/D	A/I
2.2	Good at managing your own time and delivering meals on time to fit with service structure.	E/D	A/I
2.3	To be able to complete all paper work which includes daily check lists and can work closely with all service users.	E/D	A/I
3. Working within WDP's framework of commitments to employees			
3.1	A commitment to engaging with, understanding and promoting WDP's values, vision and mission.	E/D	A/I
3.2	An understanding of and commitment to safeguarding best practice.	E/D	A/I
3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E/D	A/I
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E/D	A/I
3.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E/D	A/I
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E/D	A/I
3.7	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	E/D	A/I
4. Key competencies			
4.1	Trustworthy and able to deal confidentially with business and service user information.	E/D	A/I
4.2	Sensitive to the needs of service user.	E/D	A/I
5. Equality, diversity, vision, mission and values			
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I

5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I
5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I
6.	Circumstances		
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I
6.2	A flexible approach to workload.	E	A/I
			Authors
	Version number	Date	Initials
	1.0	17/07/2017	DO'M