**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:** | **Cook** |
| **Salary:** | **£26,000 Full time rate for 35 hours Paid pro rata for hours contracted.** |
| **Hours of Work:** | **30 hrs per week** |
| **Responsible to:** | **Living Well Coordinator** |
| **Based at:** | **Ann Owens Centre, Oak Lane, East Finchley, N2 8LT and Hendon Centre at 154 Station Road, Hendon, NW4 3SP** |
| **Purpose of Job:** | **Cook for Age UK Barnet Living Well centre clients. You will be responsible for planning, preparing, ordering and cooking lunches catering for up to 35 people per day. You will be responsible for Food Hygiene regulations. Additionally, there will be very occasional internal and external events to cater for.** |
| **Website:** | **www.ageukbarnet.org.uk** |

The Living Well Centre offers a stimulating and supportive day opportunities service for clients living with dementia and some carers. The service currently operates from the Ann Owens centre 2 days a week, and from Station Road Hendon 3 days a week. The new postholder will have the opportunity to develop the catering/kitchen service for both sites.

**Duties**

1. Prepare and cook meals and refreshments for Day Opportunity members and ad hoc AUKB events.
2. To ensure the kitchen area, food and equipment is maintained in a clean and tidy manner that meets the current legislated Food Hygiene standards.
3. Liaise with local food banks and supermarkets regarding food donations.
4. Incorporate food donations into menu planning ensuring a minimum of food wastage
5. Work closely with the Living Well Coordinator to plan menus and order supplies.
6. Work closely with The Living Well Team to develop cooking related activities with Day Opportunity clients.
7. Organise serving of food/refreshments and ensure that it is done on time.
8. Wash and clear away the dishes after serving and ensure the kitchen is left clean and tidy.
9. Ensure all cleaning materials are stored correctly in line with COSHH regulations.
10. To monitor and record possible allergens in food served.
11. Assist with AUKB staff/volunteer training in Food production and Food Hygiene Training.
12. Open/close premises as required.

The above items outline the main duties and responsibilities of the post and are designed to give a flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.

* Post holder may be asked to cover appropriate duties as reasonably required by the Living Well Co-ordinator
* Some meetings and training events may be held out of normal office hours and may involve travel away from the local area.
* The post holder will be expected to adhere to all Age UK Barnet policies and procedures in all aspects of their work
* The post holder will be expected to participate in supervision, appraisals and training.

**Age UK Barnet is committed to safeguarding and promoting the welfare of vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.**

**Person Specification- Catering and Kitchen Co-ordinator.**

|  |  |  |
| --- | --- | --- |
|  | CRITERIA | **ESSENTIAL** or **DESIRABLE** |
|  | **KNOWLEDGE** |  |
|  | Knowledge of providing a healthy balanced menu appropriate to client’s needs. | E |
|  | To have completed/or be willing to complete within 1 month of employment, the Food Hygiene Certificate Level 3. (This can be arranged and paid for by Age UK Barnet.) | E |
|  | Demonstrate good communication skills. | E |
|  | An understanding of the needs and concerns of older people, including those with dementia. | D |
|  | **SKILLS & ABILITIES** |  |
|  | Able to work collaboratively as part of a team. | E |
|  | Empathy for working with older people | E |
|  | Ability to work alone and prioritise workload. | E |
|  | **EXPERIENCE** |  |
|  | Experience as a Chef / Cook | E |
|  | Experience of working with the elderly. | D |
|  | Experience of working to food hygiene regulations | E |
|  | Experience of using catering equipment. | E |
|  | **EQUAL OPPORTUNITIES** |  |
|  | Commitment to incorporating Equal Opportunities principles into all aspects of work. | E |
|  | **ADDITIONAL** |  |
|  | Must occasionally be able to work outside of usual working hours, for example, to help cover special events. | D |
|  | Willingness to wear recommended PPE and to undertake regular Covid tests | E |
|  | To able to travel around the borough | E |

Due to the nature of the service we strongly recommend that the postholder takes up the offer of Covid vaccinations.