

JOB DESCRIPTION

JOB TITLE: Cook

RESPONSIBLE TO: Centre Manager

RESPONSIBLE FOR: Kitchen Volunteers

LOCATIONS: Based at Seymour Centre in Sutton Coldfield, also covering Onneley Centres' (Harborne)

JOB PURPOSE AND ROLE:

To ensure the smooth running of the Day Centres kitchen working to food hygiene standards and the 5 star rating. To prepare and cook a 2 course nutritious and homely meals for our day centre members, catering also for special and restricted diets. To order and maintain suitable stock levels. To develop possible further opportunities, with a view to serving the wider local community with hot meals on request.

1. To plan menus for 2 course meals which are nutritious and suitable for our Service Users
2. To order all food supplies in a timely manner and maintain food stocks within the budget
3. To prepare fresh ingredients for lunch each day and bake cakes and biscuits for Afternoon Tea
4. To cook meals for our day centre. Some will be served on site; others may be transported to other centres if needed.
5. To cook meals thoroughly to kill harmful bacteria
6. To adhere to dietary requirements; including food allergies; gluten free; diabetic and celiac
7. To ensure that all opening and closing checks are carried out each day
8. To comply with food hygiene regulations including separating foods, cross Contamination, personal hygiene, clothes etc.
9. Ensuring that foods are defrosted chilled, cooled, displayed according to food hygiene standards.

10. To keep accurate records
11. To be responsible for general cleaning of all food areas, and to maintain a high standard (5 star rating)
12. To be responsible for all general maintenance of equipment
13. To be responsible for pest control
14. To be flexible and able to cover holidays etc. when and where required for the needs of the business
15. Any other duties that commensurate with the post.

Other Information

- Age UK Birmingham is in full membership of and works within the philosophy and principles of the Age England Association.
- Age UK Birmingham is committed to equal opportunities, principles and practices.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Birmingham set out in the overall strategic plan for the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.