

# Age UK Bournemouth, Poole and East Dorset

<b><u>POST TITLE:</u></b>	Day Centre Cook
<b><u>SALARY SCALE:</u></b>	£8,213 actual
<b><u>HOURS:</u></b>	11 hours per week (Monday & Wednesday) 9-2.30pm
<b><u>LOCATION:</u></b>	Trinity United Reform Church, 29 Sutton Road, Bournemouth BH9 1RN
<b><u>LINE MANAGER:</u></b>	Day Centre Manager
<b><u>RESPONSIBLE TO:</u></b>	Head of Day Services, Chief Executive and ultimately to the Board of Trustees of Age UK Bournemouth, Poole & East Dorset

## **MAIN PURPOSE:**

To prepare and cook a nutritious and cost-effective meal for up to 40 people per day.

## **MAIN TASKS**

- 1) To prepare and cook a nutritious two-course meal for up to 40 people per day. This will be in discussion with the Day Centre Manager.
- 2) To plan meals that meet a variety of dietary requirements.
- 3) To provide an alternative to the main lunch, if required, to meet individual dietary needs.
- 4) To ensure that meals are varied regularly and cost effective. These must be in line with the budget (overseen by the Day Centre Manager), and planned monthly in advance.
- 5) To ensure all washing up and clearing up is completed and ensure that the kitchen is left clean and tidy at the end of the day.
- 6) On a weekly basis, ensure the kitchen and all equipment are thoroughly cleaned and ready for use by others.
- 7) To undertake all shopping for the Centre, within budget (online shop order).
- 8) To ensure that stock is rotated and maintained within the Centre to limit waste.
- 9) To work with volunteers, as and when required.
- 10) Complete all relevant documentation in line with the food hygiene legislation.
- 11) To work with a volunteer/kitchen assistant and allocate duties, as provided by the Day Centre Manager.
- 12) To assist with any other duties delegated by the Day Centre Manager.

## **GENERAL:**

- 1) To undertake all necessary training.
- 2) To ensure a high standard of service.

- 3) To attend bi-monthly supervisions with Line Manager, and any other meetings as requested by your Line Manager or Chief Executive.
- 4) Actively contributes to a positive, collaborative team environment.
- 5) To adhere to all Age UK BPED policies and procedures.
- 6) To undertake any other reasonable duties as requested by Senior Managers, Chief Operating Officer, Chief Executive or Trustees.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

## Person Specification

### Day Centre Cook

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
Experience of preparing and cooking meals for larger groups (up to 40)	<b>X</b>		Application/interview/references
Experience of stock control and food ordering		<b>X</b>	Application/interview/references
Experience of working in a busy kitchen	<b>X</b>		Application/interview/references
Experience of food safety and Hygiene Protocols	<b>X</b>		Application/interview/references
Team Player	<b>X</b>		Application/interview/references
Flexibility	<b>X</b>		Application/interview/references
Good time keeping	<b>X</b>		Application/interview/references
Reliable & honest	<b>X</b>		Application/interview/references
Willingness to undertake training	<b>X</b>		Application/interview/references
Understanding the needs of older people	<b>X</b>		Application/interview/references
Food Hygiene Certificate (Level 2 or above) if previous certificate has expired, we can assist with obtaining an up to date certificate.	<b>X</b>		Application/interview/references

***Age UK Bournemouth, Poole & East Dorset values diversity and inclusion and welcomes applications from candidates with diverse backgrounds. We are committed to providing a workplace free from discrimination or harassment and where individuals of all backgrounds, identities and abilities feel valued, respected and empowered.***