

Age UK Bournemouth, Poole and East Dorset

POST TITLE: Day Centre Cook

SALARY SCALE: £8913 actual (£25,368 FTE)

HOURS: 13 hours per week (Monday & Wednesday) 8-2.30pm

RESPONSIBLE TO: Head of Day Services, Chief Officer 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 35 people per day.

MAIN TASKS

- 1) To prepare and cook a nutritious two-course meal for up to 35 people per day. This will be in discussion with the Day Centre Manager
- 2) To provide an alternative to the main lunch if required
- 3) To be aware of client's individual needs and dietary requirements and adapt meals accordingly
- 4) To ensure that meals are varied and cost effective. These must be in line with the Centre budget, 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
- 6) To undertake all shopping for the Centre (online shop order)
- 7) To ensure that stock is maintained within the Centre
- 8) To work with volunteers as and when required
- 9) complete all relevant documentation in line with the food hygiene legislation
- 10) To work with the volunteer/ kitchen assistant and allocate duties as provided by the Centre manager.
- 11) To assist with the clearing of the day Centre at the end of each session as and when required
- 12) To line manage the kitchen assistant
- 13) 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) To adhere to all Age UK Bournemouth, Poole & East Dorset policies and procedures
- 5) To undertake any other reasonable tasks with the Head of Day Services Senior Manager or Chief Executive

Sarah Lloyd
August 2025

Person Specification

Day Centre Cook

	Essential	Desirable	Evidenced by
Experience of preparing and cooking meals for larger groups (up to 40)	X		Application/interview/references
Experience of stock control and food ordering		X	Application/interview/references
Experience of working in a busy kitchen	X		Application/interview/references
Experience of food safety and Hygiene Protocols	X		Application/interview/references
Team Player	X		Application/interview/references
Flexibility	X		Application/interview/references
Good time keeping	X		Application/interview/references
Reliable & honest	X		Application/interview/references
Willingness to undertake training	X		Application/interview/references
Understanding the needs of older people	X		Application/interview/references
Food Hygiene Certificate (Level 2 or above)	X		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.