

JOB DESCRIPTION

JOB TITLE Cook/Organiser

RESPONSIBLE TO: Head of Income and Business Development

PURPOSE: To be responsible for the preparation of meals, organisation of activities and providing appropriate support to older people attending the Lunch Club.

Judgement and decision making

Autonomous decision as to what food is served providing it falls within cost, style and quality guidelines set by the Head of Income and Business Development in the Food Safety and Hygiene Policy.

Authority to advise and support members within limits set by the Head of Income and Business Development and own skills and knowledge

Shopping, cooking and serving an attractive, well balanced, nourishing meal suitable to clients attending making provision for special diets where practical.

Setting up of the venue and ensuring it is left clean and tidy.

Keeping an inventory and regularly checking equipment, discussing needs for new equipment with the Head of Income and Business Development.

Liaise with Activities Admin on matters of transport.

Taking appropriate action in event of an emergency in accordance with laid down procedures.

To ensure that all activities are carried out in harmony with Age UK Milton Keynes' mission and value base and within the spirit of its equal opportunities policy.

Budget responsibility

To work within a budget agreed with the Head of Income and Business Development for the provision and preparation of meals.

To keep accurate monthly accounts as required by the Head of Income and Business Development.

Volunteer responsibility

Support and manage the volunteers in the club, up to 10 per club.
Assist in the recruitment of volunteers.

Customer / Client contact

To work with and involve members in developing appropriate activities to offered at a club.

Observe and monitor members for any change of mobility, confusion or overall well being, keeping the Head of Income and Business Development informed.

External influence

To ensure that an effective working relationship is set up with wardens of sheltered housing schemes.

Care staff and personnel from other agencies such as community nursing staff, social workers and community support workers.

Colleagues from other services within Age UK Milton Keynes

Managerial competencies

To oversee the general running of the club and members, recognising some may have dementia or other mental health problems.

Ensuring that the preparation of all food and refreshments is carried out in accordance with the Age UK Milton Keynes Food Safety and Hygiene policy.

Manage referrals from the Head of Income and Business Developments and keep records, notifying the office of any changes.

To be responsible for the implementation of health and safety procedures put in place by the Head of Income and Business Development within the lunch clubs on a day-to-day basis and to take appropriate action when necessary.

Skills and Knowledge

Foundation Food Hygiene Certificate or willing to undergo training

Good Cook / Experience of cooking for more than 30 people

An understanding and empathy with older people.

Special Features

It would be preferable to be a car owner/driver as the job entails shopping and working in various locations

To attend Age UK Milton Keynes training sessions and meetings as required.

To undertake other tasks within Age UK Milton Keynes as may be required from time to time.