



Part-time Cook PART 1: JOB DESCRIPTION

Job Title:	Part-time Cook
Location:	This role is based at HILS' site in Cuffley (70 Station Rd, Cuffley, Potters Bar, EN6 4EY)
Salary:	£12.86 per hour
Hours of Work:	The successful candidate will be required to work 24 hours a week, flexibly between the hours of 08:00 till 15:00 on Monday, Tuesday, Thursday and Friday.
Type of contract:	Temporary – 6 months
Responsible to:	Cuffley Day Centre Manager
Responsible for:	No direct line management responsibility.
Contacts:	Internal and external customers, Cooking Team Members, Team Leader

Role Summary:

Health & Independent Living Support (HILS) is a growing charitable social enterprise, providing services to clients in Hertfordshire, Hampshire and West Sussex to enable them to live independently in their own homes.

The primary function is to provide a cooking service to our vulnerable clients, based at our Cuffley site which is a community hub for clients to get together, take part in group activities and receive a nutritious two-course lunch.

Principal Responsibilities

Cook Responsibilities

To provide support for our clients at our Cuffley Day Centre, in line with the company's aims and objectives of providing a high quality, caring environment tailored to suit each of our clients' needs and to promote independence and choice.

This includes, but is not limited to:

- To plan, shop/order, prepare and cook ingredients to create nutritious hot meals for our clients, considering individual dietary requirements and allergy information.
- Research seasonal menu alternatives and try out sample dishes with clients and staff.
- To provide refreshments throughout the day such as teas and coffees.

- To set and clear dining tables during the lunch time period.
- To have a good understanding and practice of food hygiene as laid down by the Food Standards Agency.
- To ensure food is stored correctly and operate a clean and orderly environment in the kitchen.
- To clean the kitchen area daily.
- To keep accurate records for food safety as required by Food Standards Agency.
- To ensuring that the storage/freezer areas are kept clean and tidy.
- To Complete all daily, weekly and monthly checks as required by the FSA to ensure a 5* rating is maintained.
- To assist the team with helping the clients safely in and out of daily transport.
- To engage with our clients in a warm and welcoming manor, support with daily activities as needed and be flexible around client and business need.
- To provide ad hoc support where needed in putting on activities for the clients.

Team meetings and training

- To participate in periodic staff meetings to review the service and assess any need for changes.
- To attend all relevant training and refresher training as required.
- To ensure that you conduct yourself in accordance with your responsibilities under the Health and Safety at Work Act 1974.
- To ensure compliance with the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995, and any subsequent amendments and all other relevant Food Hygiene legislation and guidelines.

Important note:

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by your line manager and other members of the Leadership Team, the responsibility level of which should not exceed those outlined above.

PART 2: PERSON SPECIFICATION

Qualifications & Job Requirements:

Essential:

- Ability to understand written and oral English
- Satisfactory DBS check
- The right to work in the UK

Desirable:

- Food hygiene certificate
- Basic first aid
- Flexibility to work during holiday and sick periods and cover as and when required

Skills, Knowledge, and Experience:

Essential:

- Excellent cooking and baking skills

Desirable:

- Experience in working in a catering environment
- Experience in working with the elderly or vulnerable
- Food hygiene certificate

Personal Qualities:

Essential:

- A team player
- Reliable and dedicated
- Ability to work on own initiative
- Ability to work under pressure and to tight deadlines
- Ability to form effective, positive, working relationships across the organization

PART 3: VALUES, BEHAVIOURS AND EQUAL OPPORTUNITIES

HILS' Values and Behaviour Statement:

Our values are fundamental to the way our organisation works and underline our expectations of all of us. Our values are based around the most important parts of our business: We go **above and beyond**; we work with **integrity**; and we are **caring and compassionate**. Our clients have high expectations of our services, and as such, we expect everyone who works for HILS to share and act on our values.

HILS' Equal Opportunities Statement:

We do not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (protected characteristics). The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers and suppliers by members of our current workforce.