



# CALDWELLCARE

## RESIDENTIAL CARE FOR THE ELDERLY

**CALDWELL GROUP LTD  
CALDWELL & BELING LTD  
CALDWELL CARE LTD**

### **JOB TITLE**

**Cook**

### **AIM**

To cater to a high standard and ensure that Residents receive good quality meals which are well prepared and well presented in accordance with the menu of the day.

### **FUNCTION**

Responsible to the Registered Manager or their representatives to maintain a clean and hygienic kitchen and ensure that meals are well prepared, of high quality, well presented and served on time.

### **GENERAL COOKING DUTIES**

All cooking duties  
Preparing meals  
Preparing and serving tea & coffee to residents  
Preparing vegetables, etc  
Preparing special/alternative diets as necessary  
Involvement in the planning of menus  
Making cakes and other specialities  
Dishing up meals  
Making drinks for residents and or visitors as required  
Maintaining all kitchen/catering equipment  
Washing up kitchen equipment as necessary  
Washing pots and pans and any other utensils used by the cook  
Cleaning the cooker after the main meal  
General kitchen cleaning and tidying  
Loading and unloading the dishwasher of residents crockery  
Bringing up stores requirements for the day  
Monitoring of food stock levels  
Report all unusual incidents  
Report any defects in equipment  
Keeping accurate records in accordance with HACCP and other authorities.

### **OCCASIONAL DUTIES**

Make cakes for special occasions  
Assisting with any special functions

### **SPECIAL CONDITIONS**

Rostered weekend work will be involved and the cook should be prepared to cover for colleagues who are absent because of annual leave or sickness.

**HOURS**

7.30am to 5.30 pm with 1 hour unpaid lunch break

**PERSONAL ATTITUDE**

Persons selected for this position will have a genuine interest in elderly people. They should be team players willing to work to a high standard. Previous experience in cooking for the needs of the elderly would be an advantage, but is not essential.

**SPECIAL CONDITIONS**

Rostered weekend and shift work will be involved and care staff should be prepared to cover for their colleagues who are absent because of annual leave or sickness. Cooks will need to have contact number available so they can be contacted out of hours if cover is needed.

**SHIFTS**

As per the rota

**TRAINING**

Training is compulsory. Please do not apply unless you are willing to fully engage with all training.

**Mandatory:**

Attendance at all staff meetings

Induction training

Basic Food and Hygiene course and updates as required by regulations

Fire and Evacuation Procedures and use of fire Fighting Equipment and updates as required by regulations

Risk Assessment Training

**Agreed:**

Other training as required for the improvement of the business or for career development of the employee

**EMPLOYMENT OBLIGATIONS**

Completion of application form

Provision of two references one from current or most recent employer

Complete a Rehabilitation of Offenders Declaration

Agree to a Disclosure and Barring Service Enhanced check

You will be given and expected to sign a contract of employment

You must be confidential with any information you receive or use within the home and complete a confidentiality agreement

Name	
Signed	
Date	