

COOK JOB DESCRIPTION

Human Resources – Job Descriptions

Reports to Catering Manager	Service
Employee's Name	Date
Main Purpose of the Job To prepare client meals according to organisational menus and recipes and ensuring a high quality and efficient service is delivered at all times	
Key Accountabilities	
Key Activities What is done	Key Result Areas The outcomes required
<u>Meal Preparation</u> Prepare meals to the menus and special catering requests provided	<ul style="list-style-type: none"> • Refer to preparation duty list • Prepare special Diets as listed on menu and the 'dislikes' list • Monitor food temperatures • Monitor portion control • Correct food supplied against special orders • Meet timetables • Monitor food returns/wastage
<u>Communication</u> Telephone calls are dealt with appropriately	<ul style="list-style-type: none"> • Our clients are satisfied with telephone communication with kitchen
<u>Cleaning and Hygiene</u> Maintain hygiene and ensure all Infection Control policies and procedures are followed	<ul style="list-style-type: none"> • Storage areas are clean • Equipment is clean • Risk on infection to clients is reduced through excellence in infection control practices
<u>Quality/Health and Safety Standards</u> Ensures appropriate quality standards are maintained	<ul style="list-style-type: none"> • Complaints taken seriously • Recipe and portion systems followed • Policy, Procedures and Manuals understood and followed • Personal commitment for a safe and healthy workplace
<u>Equipment Maintenance</u> Ensure all equipment maintained in sound/safe order	<ul style="list-style-type: none"> • Maintenance Requests are referred to the Catering Manager • Report any replacements required to Kitchen Manager or Facility Manager as appropriate
<u>Supervision Duties</u> Supervision of Kitchen-hands	<ul style="list-style-type: none"> • Perform the duties defined in the duties list book in a responsible manner

Key Skills The core skills I need to have	Expected Results What I have to do
Client Focus <i>Always focusing on our individual client's needs</i>	<ul style="list-style-type: none"> • Make clients feel important • Treat clients with respect • Respect clients' privacy • Be polite and friendly to clients • Encourage clients' families to be involved • Help solve clients' problems • Handle difficult clients well and seek assistance, if required • Respond to clients' requests

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Teamwork and Communication <i>Working together to build strong teams and good working relationships</i>	<ul style="list-style-type: none"> Actively participate as a team member Encourage and support co-workers – go the extra mile to help out in times of need Respect and value others and their opinions and tasks Recognise and encourage your own team's efforts Express disagreement with others tactfully and politely Assist in orientating new staff Participate willingly in staff meetings and on committees, as required
Excellence and Improvement <i>Having a commitment to excellence and continuous improvement in all our work areas</i>	<ul style="list-style-type: none"> Identify opportunities for improvements in processes and procedures Attend regular in-service training Participate in quality improvement activities Ensuring all infection control policies and procedures are met
High Personal Standards <i>Behaving in a way that reflects professionalism, integrity and honesty at all times</i>	<ul style="list-style-type: none"> Present in a neat and tidy manner Be punctual and reliable Be honest and open Express a positive attitude Show consideration for others Follow instructions and policies and procedures Be reliable – complete tasks without constant supervision Maintain confidentiality
Health and Safety <i>Everyone having a personal commitment to ensuring a safe and healthy workplace</i>	<ul style="list-style-type: none"> Understand and follow all employee health and safety responsibilities Use required equipment safely and report any faults promptly Report incidents, accidents and near misses promptly Attend fire safety lecture annually

Key Relationships

External	Internal	Committees/Groups
<ul style="list-style-type: none"> Suppliers 	<ul style="list-style-type: none"> Kitchen Manager Facility Care Staff 	<ul style="list-style-type: none"> Health & Safety Service Meetings Infection Control Committee

Qualifications, Experience, Skills and Attributes

<p>Qualifications, Experience and Specific Skills and Attributes</p> <ul style="list-style-type: none"> Previous cooking experience preferred Ability to work to a strict timetable Work as a team member with other cooks and staff Ability to follow and implement instructions from Catering Manager <p>Core Skills (refer key skills above)</p> <ul style="list-style-type: none"> Client Focus Teamwork and Communication Excellence and Improvement High Personal Standards Health and Safety Infection Control

Signed Employee:..... **Date:**.....

Signed Manager: **Date:**.....

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