

## JOB DESCRIPTION

**Job Title - Cook**

## CONTEXT OF THE JOB

- To plan and implement all menu programmes and other catering needs for the Bupa Care Home to ensure that the individual food and nutritional needs of consumers/kiritaki are met.
- The job reports to the Care Home Manager.
- This job description was reviewed in June 2014.

## KEY TASKS AND RESPONSIBILITIES

### 1. Menu Planning and Implementation

- Menu facilitation: ensure food preparation and implementation adheres to the Bupa standardised menu.
- Special Diets: ensure food is prepared as stipulated by the consultant dietician where a resident has specialised food requirements.
- Other dietary requirements: maintain effective communication with nursing staff to ensure resident's changing dietary requirements are met (be it cultural or medical).
- The personal food preferences of residents are met where appropriate.

### 2. Hygiene and Food Safety

- Food storage: ensure correct storage of all foodstuffs.
- Safe Food Handling: ensure adherence to regulations and to Bupa policies and procedures.
- Completion of a 'Safe Food Handling Course'.
- Cleaning and Maintenance: ensure adherence to cleaning and maintenance schedule for all equipment and environment.
- Personal Hygiene: maintain a high standard of personal hygiene and dress for self and other kitchen staff.
- Fault Reporting: report all faulty equipment promptly and accurately.
- Ensure Bupa policies for Infection Control are strictly adhered to.

### 3. Special Event Catering

- Make arrangements as necessary, in consultation with Care Home Manager, to ensure the event is successful and cost effective.

### 4. Ordering and Use of Supplies

- Ordering: ensure cost effective and timely ordering of supplies to meet the requirements of the standardised menu and in accordance with occupancy levels (to keep wastage to a minimum).



- Incoming Supplies: are checked against packing and ordering documentation, signed off by the appropriate person and forwarded to the Office Administrator.
- Ensure a purchase order number is obtained from Office Administrator prior to ordering.
- Maintain accurate records of village meals supplied, where applicable.

## 5. Supervision and Teamwork

- Supervise kitchen staff to ensure meals are well presented and on time.
- Assist with staff orientation, training and appraisals.
- Identify and communicate any staff development needs or concerns to Care Home Manager.

## 6. Confidentiality

- Information relating to a resident, other staff or Care Home business is treated as confidential.

## 7. Health & Safety

- Observe all Bupa Health & Safety policies.
- Report any incidents/accidents immediately.
- Participate actively in hazard identification and report any unsafe conditions immediately.
- Ensure all cooking equipment/utensils are turned off prior to leaving at end of duty.

## 8. Other Duties

- Other related tasks as they develop or are required by management .

## KEY COMPETENCIES

- Shows an ability to set priorities and organize work within general guidelines established by supervisor/manager.
- Shows an ability to problem solve using skills, knowledge and by following policies and procedures.
- Shows an ability to direct and oversee team members work activities as well as train in this functional area.
- Show an ability to communicate well with others.
- Show an understanding of safe care and practice in one's daily work.
- Show an ability to effectively and safely use kitchen equipment.
- Show an ability to work well individually whilst co-operating with co-workers in creating a smooth work flow.

## EXPERIENCE, TRAINING AND QUALIFICATIONS

- Secondary school education (three years or more) is highly desirable.
- Work experience of 1-3 years at least, (preferably in aged care) is desirable.



**VISION & VALUES OF BUPA**

**Bupa’s purpose is to help people live longer, healthier, happier lives.**

We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

**Our values**

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

<b>Passionate</b>	Full of energy Love what we do and why we do it Love our customers
<b>Caring</b>	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
<b>Open</b>	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
<b>Authentic</b>	True to yourself Genuine and honest Say what we mean, mean what we say
<b>Accountable</b>	Always responsible Take ownership Make it happen
<b>Courageous</b>	Be brave Dare to try Speak up
<b>Extraordinary</b>	Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small

Signed \_\_\_\_\_

(Employee)

\_\_\_\_\_

(Employer)

Date \_\_\_\_\_

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is  
*Longer, healthier, happier lives*



**What:**  
Bupa Promise

Know me  
and my needs

Help steer my  
decisions

Be there when  
I need you

**How:**  
Bupa Values



Health & Care