

JOB DESCRIPTION

Job Title	Day Care Cook
Report to	Day Care Supervisor / Day Care Manager
Hours of work	25 hours - 9.30 to 14.30
Salary	£12.60 per hour - £16,380.00 per annum
Location	Based within Shard End although there may be an expectation to travel to other centres across Birmingham, if needed.
Contract type	Permanent

Job Purpose
<p>Responsible for the planning, purchasing, preparing, cooking and serving of all food and beverages to the standard required of Age Concern Birmingham within day care services, with a focus on healthy eating, client choice and wellbeing.</p> <p>To offer a diverse range of menu options and choices planned with client input at all times across services.</p> <p>To offer support and guidance to users on healthy eating and meal planning to maintain independence and wellbeing on a 1-1 basis and thorough workshops where identified under the guidance of the manager.</p>

Essential Duties/Responsibilities
<p>Plan, prepare, and cook balanced meals and snacks tailored to the needs of older adults, including soft diets, diabetic-friendly, and low-salt options.</p> <p>To provide meals for older adults with a delivery service provided by Age Concern Birmingham's staff following all health and safety procedures at all times.</p> <p>To work across Age Concern Birmingham's day centres / two community centres and the community cafés (currently situated at Boldmere and Hawkesley) where the service delivery is required.</p> <p>To provide a high quality fresh cooked batch meals to clients and services following food standards and health and safety requirements at all times.</p> <p>To support volunteers where applicable within Age Concern Birmingham's kitchens</p> <p>To purchase quality provisions within set budgets, plan cook, present and serve all food/meals to the highest standard with a focus on healthy eating and wellbeing as required by Age Concern Birmingham</p> <p>To maintain a well organised, smooth running and safe kitchens, ensuring all legislative requirements are met to achieve a 5 star food rating across all five kitchens at all times.</p> <p>To be aware and advertise foods and menus taking into account risk assessments, for example, nut allergies, physical needs for individuals in how food is served</p> <p>To order, receive and inspect all goods purchased for quality, price and condition.</p> <p>To monitor food costs against agreed budgets and to keep wastage to a minimum.</p> <p>Support the social and communal aspects of mealtimes, encouraging independence and dignity.</p>

To ensure relevant statutory Food Hygiene and Age Concern Birmingham Health and safety regulations are observed at all times (including rotation of stocks).

To maintain a high degree of personal hygiene for anyone accessing the kitchen and serving areas and all appropriate PPE is worn.

To ensure effective security and control of all foods, crockery and equipment within the kitchen and to undertake collection and safe storage of all monies received.

Maintain up-to-date records including temperature checks, cleaning logs, and allergen tracking

To ensure all relevant paperwork is completed daily/weekly and monthly and returns submitted on time.

To take part in any events under the direction of the manager.

To have a valid Level 2 Food Hygiene Certificate.

To comply with all the agreed policies and procedures of Age Concern Birmingham, including Diversity & Equality, Health, and Safety.

Any other task required within the role.

Special Conditions:

- Disclosure and Barring Service (DBS) check will be undertaken for this role
- This is a description of the job as it is at present
- It does not form part of the contract of employment
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:

Promoting good practice and prevention of harm and abuse

To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported

Person Specification

	Essential	Desirable
Experience		
Food preparation, presentation and service	X	
Healthy menu planning and dietary requirements e.g. nutrition and ethnic food provision	X	
Supervising volunteers	X	
Record keeping	X	
Budgetary planning	X	
Experience of delivering workshops on healthy eating		X
Experience of batch cooking	X	
Skills, knowledge, abilities		
Communicate effectively with people of all ages and backgrounds	X	
Good team worker	X	
Sensitivity to the needs of older people	X	
Customer care skills	X	
Awareness of equal opportunities practices	X	
Good understanding of healthy eating and food preparation	X	
Flexible approach working across a number of kitchens and services	X	
Previous Experience		
NVQ Level II Catering and Hospitality or equivalent	X	
Health and Hygiene (advanced certificate) or equivalent	X	