

JOB DESCRIPTION

Role: Daleside Cook

Responsible to: Head of Young Persons Hub

Responsible for staff: N/A

Overview:

The role of the Daleside Cook is responsible for the catering of the residential respite breaks. They will be required to prepare and serve healthy 'home-cooked' meals each evening, Monday to Thursday, and a full cooked breakfast on Friday morning. The role will cater for between 20 and 25 people.

Main Responsibilities and Duties:

- To prepare sandwich lunches and cook healthy, home-cooked meals each evening (Monday – Thursday) and cooked breakfast Friday Morning.
- To create a varied menu that gives the Respite Break Team a choice of meals each week. Work with the Head of Young Persons Hub to make sure healthy eating guidance policies are implemented.
- Make, bake and create delicious homemade desserts.
- Ordering of food stock on a weekly basis, keeping within set budgets.
- To ensure that breakfast foods are well stocked (the Respite Break Team will serve and clean up from breakfast each day).
- Ensure that all dietary requirements are catered for.
- Clean down the kitchen/dining room at the end of each day, leaving it ready for breakfast the next morning.
- Involve the children in preparation of meals (when appropriate and with the supervision of Respite Break Team).
- Provision of meals for the Charity's Trustees and Volunteers when required.
- To assist in general cleaning and maintenance when there are no residential breaks on site.
- To be an active and enthusiastic member of the team.
- To undertake other tasks as requested by the Head of Young Persons Hub or Director of Operations.
- Assist the Fundraising Team with volunteering opportunities on site.

- To communicate fully with other Facilities staff and other departments.
- To be willing to consider **very occasional** work during unsociable hours, this may include evenings, weekends.
- To work in line with the **CHICKS** Mission, Vision, and Values at all times, working with others to provide a supportive, responsive, environment and services
- To present a positive image of **CHICKS** at all times, through every aspect of your work
- To ensure that all **CHICKS** policies, procedures, and agreed protocols are adhered to
- To contribute to the planning, review, monitoring and reporting processes and activities
- To participate in team meetings and activities and represent **CHICKS** at other meetings as agreed.
- To attend training courses as identified and agreed for appropriate development
- To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved
- To make a commitment to improving **CHICKS** environmental impact by means of energy saving and recycling in the workplace

Health and Safety Responsibilities:

- Having read **CHICKS** Health and Safety manual, ensure compliance at all times with **CHICKS** Health and Safety Policies including accident reporting procedures, fire drills and first aid facilities.
- To prepare all meals within Food Hygiene Guidelines.

Person Specification:

- Experience in catering for a large number of people.
- Experienced in creating meals and desserts from scratch without the use of frozen or prepared foods (There are no deep fat fryers at any of our sites!).
- Good humoured and approachable.
- A self-starter with good organisational skills and the ability to prioritise tasks in a logical manner and manage own schedule.
- Flexible approach to catering, with the understanding that meal times and requires may change at short notice.
- Have excellent attention to detail and the ability to adhere to specific deadlines.
- To understand and appreciate the ethos and operations of **CHICKS**.

- To be numerate and literate with basic IT competency to communicate with the team via email.
- Please note: a DBS check is required for this position. This will be carried out by CHICKS.