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## Cook Role Description

### About Us

Thomas More Project is a charity which supports people with learning disabilities to live the life they choose. We are committed to providing the best possible support and to improving and developing our services now and in the future. We provide homes that enable people to live as independently as they can.

**Our vision:** People with disabilities are equally able to reach their potential as integrated members of society.

**Our mission:** Enabling individuals with disabilities to flourish. Supporting choices, developing skills, meeting needs.

**Our Values:** Wellbeing, Excellence, Inclusion and Collaboration

**Our homes:** We provide supported living services to three individuals with learning disabilities living in our shared home. We support 11 adults with learning disabilities to live as independently as possible in our residential care home.

**Our people:** We value, train and develop our staff and volunteers so that as an organisation we are able to provide the best possible support.

### Role Description

**Post:** Cook

**Accountable to:** Registered Manager/ Service Manager

**Geographic location:** Henleaze, Bristol or at other locations as may be required.

**Hours:** 20 hours per week, expected to be Mon-Fri 10am-2pm

**Pay:** £8 - £8.65 per hour

### **What's in it for you?**

- 30 days annual leave including bank holidays increasing to 31 days after 1 year and 32 days after 2 years (pro rata)
- 10 days paid sickness leave, 8 days paid discretionary leave (rolling 12-month period) (Pro rata)
- Contributory pension
- Option to buy/sell 1 day of annual leave per year
- Free meals when working at our care home site.
- Induction, on-going training and development to widen your career prospects
- Plenty of free local street parking

## **Objectives of the job**

- To plan and provide nutritious meals to all residents on a daily basis that meets their dietary requirements and enables choice, ensuring food purchased is fresh and within budget.
- Ensure all health and safety and environmental health standards are achieved and maintained

## **Key responsibilities and accountabilities**

### **1. Organisation**

- Report and record in the appropriate manner any information considered to be important to the Registered Manager/ Service Manager or Deputy Manager
- To adhere to, review and develop as required relevant policies and procedures
- Any other duties that the post holder may reasonably be expected to perform
- Participate in staff meetings and in staff training where applicable

### **2. Functional**

- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
- To review, conform to and revise Food Hygiene procedures as necessary
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the manager
- To prepare, cook and present well-balanced meals and beverages to the highest quality incorporating, cultural and dietary needs as required by the residents and staff of the Home
- To prepare a choice of hot lunch-time meals, plus prepare evening meals to be served by support staff. To prepare weekend meals ahead. To plan breakfast and snack options and ensure these are available.
- Work closely with support staff and residents to plan menus that reflect choice and preferences and provide variety
- Purchase supplies in accordance with the planned menu, whilst monitoring and controlling the service from suppliers
- Ensure all stock ordered is consistent with planned menus that reflect choice and preference
- Work closely with the Home Manager to ensure catering services are provided to the appropriate standards for the residents
- Maintain and check First Aid equipment within the Kitchen
- Maintain an accurate stock control
- Be responsible for health and safety in relation to food including carrying out good food Management, temperature controls and HACCP documentation according to current Food Hygiene regulations

### **3. Supervision/ Leadership**

- Provide supervision/ support as required to support workers who are preparing/ re-heating/ serving food. and ensure that they are aware of their responsibilities with regards to Food Hygiene and preparation, and Health and Safety requirements
- Work with support staff and/or residents to enable them to participate in kitchen activities,

### **4. Financial**

- Be responsible for maintaining an annual catering budget within set parameters

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. The Thomas More Project reserves the right to amend this Job Description from time to time, according to business needs.

An enhanced DBS Disclosure is required for this post.

### Person Specification

	Attribute	Essential	Desirable	
<b>Knowledge/ qualifications</b>	NVQ Level 2/3 in Food Preparation/Catering (or able to achieve Level 3 within 12 months)	X		
	Food Hygiene Certified – Level 2 as a minimum. Willing to work towards Intermediate Food Hygiene qualifications	X		
	First Aid		X	
	Knowledge of cleaning procedures			
<b>Experience</b>	Experience of catering within a commercial or institutional setting	X		
	Experience of working with a care home and/or with people with learning disabilities with special diets		X	
	Experience of HACCP (Hazard analysis critical control points)	X		
	Experience ordering and budgeting in catering	X		
<b>Skills</b>	Able to provide a service which meets the Thomas More Project Quality requirements within budget	X		
	A positive, can do-attitude (A glass half-full rather than half empty) and a sense of humour	X		
	Uses initiative, problem solver	X		
	Good communication skills – residents, support staff, management, families, visitors, professionals.	X		
	Builds effective and appropriate relationships	X		
	Calm, patient and level headed	X		
	Capable of working within a budget	X		
	Literacy and Numeracy Skills -GSCE / NVQ level 3 standard	X		
	Ability to work as part of a team	X		
	Basic IT skills	X		
	Effective time management skills	X		
	<b>Values / Aptitude</b>	Committed to providing the highest possible quality service and to continual improvement.	X	
		Have a clear understanding and commitment to equal opportunities	X	
Commitment towards continuous development/ training		X		
Commitment to uphold people’s dignity and respect their individuality		X		
Responsive to residents’ individual dietary and cultural needs and their preferences.		X		
Have an understanding of and clear commitment to health and safety practices		X		
Commitment to organisation values – Wellbeing, Collaboration, Inclusion and Excellence		X		

## **Our Values**

### **Wellbeing**

- We provide person-centred support
- We acknowledge people's strengths and abilities and support them to identify and achieve their goals.
- We encourage healthy minds and bodies –
  - Being active, eating well
  - accessing health and other services,
  - engaging in activities which are absorbing and have meaning,
  - enabling choice and participation,
  - promoting independence and enablement
- We offer physical comfort, intellectual stimulation and spiritual wellbeing
- We encourage a full social life by
  - developing and maintaining relationships with family and friends;
  - Participating in the community and accessing resources
- We promote safety, dignity and respect - being caring, responsive and sensitive to privacy
- We provide homely and friendly environments

### **Excellence**

- We strive for excellence and continual improvement
- We aim to be a healthy organisation, good employer with good governance
- We promote learning and development for our people

### **Inclusion**

- We support inclusivity by recognising the richness of diversity, promoting respect and equality and upholding the diversity, values and rights of the people we support, our staff, volunteers, and families.

### **Collaboration**

- We encourage a collaborative approach by working closely in partnership as a staff team and with the people we support, families and professionals.