



## Cook

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

|               |   |
|---------------|---|
| Post:         | Cook  |
| Service:      | Residential Care Homes                              |
| Line Manager: | House Co-Ordinator and Assistant House Co-Ordinator |
| Salary Range: | £13.45ph  |
| Hours:        | 20 hours per week<br>Mon - Fri<br>9am -1pm          |

**Job Dimensions**– To prepare the main meal(s) of the day for the house ensuring that it is nutritionally balanced and suitable for the dietary requirements of those who will be eating it. The job holder will also ensure that the kitchen is kept clean and tidy and will support the work of the House Co-ordinator(s) and Co-workers by ensuring that basic requests are acknowledged and implemented as appropriate.

### This post requires:

- Previous experience cooking and preparing meals in a kitchen
- Knowledge of catering for special dietary requirements, from intolerances and allergies
- Good knowledge of Food Hygiene and current Health and Safety Regulations
- Excellent organisational skills

### Desirable for post:

- Food Hygiene Certificate

For more information, please visit our website  
[www.camphillschools.org.uk](http://www.camphillschools.org.uk)



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## Key Responsibilities

### Primary Tasks

- Discuss and agree the menu for that week/day with the House Co-ordinator
- Prepare lunch, including special diets
- Have responsibility for the cleanliness, order and safety in the kitchen and larder
- Prepare a break in the middle of the morning
- Wash up and leave a tidy kitchen before leaving at the end of the working day
- When required, set the table for lunch
- When requested, participate in the creation of the grocery/vegetable/food orders for the house

### Secondary Tasks

- Prepare 'special' meals as directed by the House Co-ordinator
- When possible prepare a 'dish' for supper
- Be aware of any ill children or co-workers in the house
- If required, help supervise a pupil(s) in the kitchen
- Answer the phone and take messages
- Any other reasonable tasks requested by the House Co-ordinator

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## Accountability

- Complying with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensuring all reasonable precautions are taken to provide for the safety of pupils both on campus and in the community
- Ensuring all relevant and current CSA policies are understood and worked within and that it is known where to access this and further information should it be required
- Maintaining confidentiality of all information concerning pupils and co-workers
- Complying with school regulations concerning performance of their duties and undertake any such other duties as reasonably required by the CSA

## Personal Qualities and Aptitudes

- Awareness and management of risk to pupils, co-workers and him/herself
- Openness to change
- Willingness to learn and share
- Acceptance of personal accountability

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## Continuous Professional Development

- Attend training as deemed relevant or necessary
- Attend an individual annual review to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process
- Work to their agreed Personal Development Plan (where relevant)

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.

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