

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Cook-Living Options  | The Karuna Home 3-5 Minorca Dr, Carrickfergus BT38 8WP |
| **Accountable To** |
| Registered Manager through Deputy Manager and Team Leaders. |
| **The Service** |
| The Karuna Home provides residential care for up to ten adults who have Learning Disabilities and associated conditions aged 18 or over. Karuna aims to provide high standard accommodation and care for our residents in a purpose built accommodation. Karuna is located in Carrickfergus town centre close to local amenities. |
| **Purpose of the Job** |
| The Cook provides meals, snacks and refreshments for residents with a range of needs in a small residential home. They will prepare meals in line with individual resident care plans and be responsible for health and safety within the kitchen. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £11.63 per hour  | 28 hours per week Sunday 10am-1pm Monday – Thursday 11.30am-5.45pm  |
| **Closing Date** |
| 5th July 2024 @ 12:00 noon |
| **Length of Contract**  |
| Permanent |

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| **Our Benefits** |
| * Annual Leave 5.6 weeks days pro rata in each leave year (inclusive of statutory days). This increases to 6.6 weeks after 5 years’ service and 7 weeks after 10 years’ service.
* Cedar offer an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution.
* Occupational Sick Pay Scheme.
* Free onsite parking.
* Free tea and coffee.
* Investor in People accredited organisation with a commitment to development of the staff team through training and learning opportunities.
* Recognition & reward incentives aligned to high standards of performance.
* Access 24/7 Doctors Line.
* Health Cashback scheme.
* Special offers at over 600 leading high street and online retailers.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Key Duties & Responsibilities*:**** Prepare a four weekly menu with resident’s and management involvement to ensure their preferences and tastes are met in line with speech and language recommendations
* Work with the manager to maintain the agreed budget
* Maintain high standards of food hygiene supported by Food Standards Agency
* Have full understanding of H.A.C.C.P and the requirements in line with the Food Standards Agency
* Checking stock and preparing orders for catering and kitchen supplies
* Ensuring the shopping is completed
* Preparation towards meals for days on which no Cook is available
* Planning and preparation of lunches and dinners as required
* Care and cleanliness of all cooking and baking utensils and equipment
* Care and cleanliness of kitchen equipment, cooker, grill, freezer, fridge, dishwasher, and microwave.
* Cleaning of cupboards and the appropriate storage of all foods
* Ensure all records are maintained such as fridge, freezer and food temperatures in line with requirements
* Ensuring that the procedures are adhered to in respect of:
* Health & Safety
* Food hygiene.
* Infection control
* Attend training specific to the role of cook and any mandatory training provided by the Cedar Foundation.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the Organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*This recruitment campaign will retain a reserve list for similar posts including fixed term, permanent, full time and part time.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | Level 2 Food Hygiene Certificate CPD certified.  | Application Form |
| 2. | 6 months experience of working within a similar environment | Application Form/Interview |
| 3. | Understanding of responsibilities under HSAW Act, COSHH and Infection Control.  | Application Form/ Interview |
| 4.  | Ability to prepare and cook a healthy and varied diet to meet the needs and preferences of residents.  | Application Form/Interview. |

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| Values Competency |
| Criteria | Assessment |
| 1. | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims |  Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support residents to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centered services. | Interview / Probationary |
| 5. | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The right to work in the UK. | Provide original right to work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3.  | Successful applicants will be required to go through an Enhanced Access NI check. | Apply for an Access NI check online when requested to and provide the relevant ID without delay. |
| 4.  | Able to fulfil the Occupational Health requirements for the post.  | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Please note - At present The Cedar Foundation does not offer Sponsorship.**