

JOB DESCRIPTION & SPECIFICATION	
Cook	
Location	Kirk House, 110 King’s Road, Belfast BT5 7BX
Project Remit	<p>Kirk House is “Housing with Care” facility in which independence, freedom of choice, self-esteem and dignity are respected and promoted. Residents are supported to maintain links with their family and local community; and the level of care each receives is tailored to meet their individual needs.</p> <p>Kirk House is situated in landscaped grounds, it comprises of 42 individual flatlets, four of which are designed for couples and two for disabled residents. On wing provides safe and supportive accommodation for nine residents with dementia, providing a pioneering approach to dementia design with a homely feel to make residents more comfortable, independent and reduce confusion.</p>
Hours of Work	40 hours per week as per the rota including evenings and weekends
Salary	£25,916.80 (£12.460 per hour)
Contract Type	Permanent
Pension	4% employer contribution (after 3 months of service)
Holidays	32 days annual leave per annum (including statutory holidays)
Sick Scheme	Statutory Sick Pay
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan • Westfield Health Rewards • Paid breaks • Uniform provided • Paid Access NI • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • 2-years’ experience of working in a busy kitchen (delivering 50 + covers) with responsibility for setting menus; purchasing; stock control. • CIEH Level 3 in Food Safety or equivalent. • Demonstrable experience in: Managing a budget, managing a small staff team and managing compliance.
Apprenticeship experience criteria – where applicable	<ul style="list-style-type: none"> • 1 years’ experience of working in a busy kitchen (delivering 50+ covers) with responsibility for setting menus; purchasing; stock control
Skills	<ul style="list-style-type: none"> • Ability to use initiative to resolve issues and follow correct reporting procedures
Circumstances	<ul style="list-style-type: none"> • Ability to work on a rota basis (7-day week)
Desirable	
Qualifications & Experience	<ul style="list-style-type: none"> • Experience in a similar role within a Residential Care/Nursing Home environment
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Job Description

<p>Scope of Responsibility</p>	<p>Our food offering must reflect the highest quality, choice, nutrition and creativity. Our Food and Food service at Kirk House is not only critical to the success of the project, it is key to the comfort, happiness of our residents. As Cook you will be responsible for delivering a quality food service.</p>
<p>Key Areas of Responsibility</p>	<p>Meal Delivery</p> <ul style="list-style-type: none"> • You will provide a menu offering choice, seasonality, creativity, presentation and, above all, a food offering that is nutritious and high on quality. • You will provide a food service which meets the expectations and requirements of our residents taking care to continually liaise with our residents to ensure you are providing what they need – their feedback should inform your thinking. • You will deliver home baking for our residents. • You will manage service times, providing a range of choice for breakfast, lunch and dinner to suit all palates, dietary requirements, digestion. <p>Health, Hygiene & Safety</p> <ul style="list-style-type: none"> • You will manage the kitchen to a high standard ensuring compliance in terms of hygiene and quality with specific responsibility in maintaining external standards/regulations (eg) environmental health; NI Code of Practice (Food Law); HACCP; Belfast Central Mission’s policy & procedure on Health & Safety. • You will ensure that a robust records management system is in place (eg) temperature; cleaning rota; stock; use by dates etc. <p>Kitchen Management</p> <ul style="list-style-type: none"> • You will manage the kitchen to budget, taking into account stock control; portion control; minimisation of wastage. • You will ensure that all appliances are fully functional and safe and report any faults to BCM Estates. • You will manage a staff team ensuring that they are fully aware of kitchen procedure in terms of hygiene; quality; stock storage & rotation; cross contamination. • On occasion, you may be required serve food to residents.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.