

JOB DESCRIPTION

ROLE: Cook-in-Charge
ACCOUNTABLE TO: Home Manager
RESPONSIBLE TO: Home Manager
AIMS: To provide a high quality, cost effective catering service to the Home.

RESPONSIBILITIES:

- ⇒ To order supplies and keep stock at an acceptable level.
- ⇒ Check and note all deliveries against the order given.
- ⇒ Ensure that the Administrator receives invoices and corresponding order lists each week.
- ⇒ To ensure that purchasing of stores remains within the permitted budget.
- ⇒ For the day to day operation of the stock control system.
- ⇒ For communication between management and other kitchen employees.
- ⇒ To participate in selection of kitchen personnel.
- ⇒ Arranging training as required.
- ⇒ To provide and maintain a menu displaying choice in conjunction with the Home Manager, taking into consideration any special dietary requirements.
- ⇒ For compliance with the Health & Safety Policy in kitchen and stores.
- ⇒ To maintain a high standard of cleanliness and hygiene in the kitchen and stores.
- ⇒ To ensure all Procedures and Work Instructions in the Quality Manual are undertaken.
- ⇒ To supervise kitchen staff.
- ⇒ Any duty which falls within the responsibility of the job.

PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER

Employee Signature: Date: