

JOB DESCRIPTION: Silver Birch Centre Cook

Job Title:

Cook

Responsible To:

Senior Activities Co-ordinator

Purpose of Job:

- To prepare and serve meals to clients of Silver Birch Centre, Southend.
- To maintain high hygiene standards within the kitchen.

Hours of Work:

The contracted hours of this position will be 10 per week to be worked on Monday to Friday 12-2pm.

Salary:

£8 per hour

Main Objectives

To assist in the following:

- To complete final preparation of a two-course lunch for approx. 12-15 people each day
- Assist with serving meals to clients
- To ensure kitchen is kept clean and tidy adhering to food hygiene standards

Location

This position will be based at the Silver Birch Centre in Southend (St Lukes Church, St Lukes Road, Southchurch)

PERSON SPECIFICATION: Silver Birch Centre Cook

Training and Knowledge: (preferable but not essential as training will be provided)

- Level 2 Food Hygiene
- To have knowledge/understanding of legislation as follows:
 - Health and Safety
 - Confidentiality
- Be willing to commit to undertaking training essential to the role

Skills and Abilities:

- To be able to communicate effectively with older people and those with dementia
- Be able to work on own and with support
- Respect the values of Carers Choices

Experience:

- Experience of working in a busy kitchen preferable - including using fresh produce

Other Requirements:

- This post is subject to an enhanced DBS check (criminal records check)
- To ensure confidentiality is maintained at all times.
- To undertake any other duties commensurate with the post holder's grade as requested by Carers Choices management.

To apply:

Please send your CV and a covering letter detailing how your skills and experience meet the details outlined in the person specification to:

Angela Allum
Carers Choices
The White House (behind CPBC Offices)
Kiln Road
Thundersley
Essex
SS7 1BU

Or email:

jobs@carerschoices.org

For an informal discussion about the role please contact Angela Allum on 01268 881136.

Carers Choices is an organisation committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.