

COOK	
Grade	Cook - £11.85 per hour (£9,859.20 p/a pro rata)
Reporting to	Local Management Team
Contract	Permanent
Hours	Part Time – 16 hours per week (7 day rota based)
Location	Stella Maris, 28-34 Garmoyle St, Belfast, BT15 1DY
Remit of the service	This service is managed by Depaul working in partnership with Radius Housing Association. Stella Maris operates on a 24-7 basis (split between day and night support teams), it is a low threshold service working with people who have a long history of street drinking and homelessness, some of whom do not wish to cease drinking. The project delivers services based on the principles of harm reduction. The project provides in-house catering for all residents.
Scope of Responsibility	<p>The cook is at the very heart of the service and will deliver delicious home cook nutritional meals with varying dietary requirements. They will ensure that hygiene and cleanliness within the kitchen are of the highest standards. We provide up to three meals a day for up to 23 service users, aimed at improving the health of the street drinkers.</p> <p>The cook will work as part of a highly motivated team that provides a needs led practical support and advice to those using our services.</p>
Key Areas of Responsibility	<ul style="list-style-type: none"> • To prepare and cook delicious home cook nutritional meals and snacks with varying dietary requirements. • Monitor service user meal consumption and liaise with staff to ensure nutritional needs are being met. • Develop individual meal plans for service users with specialised dietary needs. • To ensure that hygiene and cleanliness within the kitchen are of the highest standards in accordance with Environmental Health requirements and legislation. • To follow the kitchen procedures and maintain records in accordance with Environmental Health policies and processes • Purchasing weekly food requirements and the ability to work within a budget with the support of the local management team • Carry out regular stock takes and stock control procedures. • To ensure catering requirements are met where there are stakeholder visits to the service. • A commitment to participating in regular supervision and training • A commitment to participating in a monthly catering meeting • To participate in and attend training events, conferences and other functions as necessary. • To ensure that all Depaul policies and procedures are being adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.

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	<ul style="list-style-type: none"> To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the Depaul. <p>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.</p>
Person Requirements	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> Level 2 Award in Food Safety in Catering or willing to complete <p>EXPERIENCE</p> <ul style="list-style-type: none"> A minimum of 1 years' experience of producing freshly prepared 'Home Cooked' Recipes in a professional catering environment. <p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> To be able to commit to maintaining high standards of hygiene in the kitchen. An ability to accommodate specific dietary needs. An ability to maintain a high standard of food hygiene and food safety to ensure all controls, recording and monitoring required by HACCP, are carried out effectively An ability to engage with and gain the trust of service users. An ability to communicate effectively both verbally and in writing. An ability to work as part of a team. <p>KNOWLEDGE</p> <ul style="list-style-type: none"> An understanding of why people become homeless & the issues they present with. <p>CIRCUMSTANCES</p> <ul style="list-style-type: none"> Flexibility required to cover annual leave and sickness within in catering team.
Access NI	<p>This Post is subject to a Basic Access NI check. Having a criminal record will not necessarily debar you from working with Depaul. 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.</p>

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JOB DESCRIPTION DECLARATION

I can confirm that I have read and fully understand the role as outlined above. I accept the role as outlined and am aware that the above is not an exhaustive list.

I understand I will be issued a signed copy of this job description and a copy will remain on my file also.

Employee Name : _____ Signature: _____

Date: _____

Issued by on behalf of Depaul:

Manager Name : _____ Signature: _____

Date : _____