A picture containing design, snowflake, diagram

Description automatically generated with low confidence**Job Description & Person Specification   
Assistant Cook**

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| **JOB TITLE** | Assistant Cook |
| **LOCATION** | Morning Star House, 2-12 Divis Street, Belfast, BT12 4AD |
| **ACCOUNTABLE TO** | Service Manager & Deputy Service Manager |
| **SALARY** | £12.21 per hour (£X,XXX.XX p/a pro rota) to £12.87 per hour (£X,XXX.XX p/a pro rota)  **OR**  £12.21 per hour (£X,XXX.XX p/a pro rota) rising on completion of probation period. |
| **HOURS OF WORK** | Part Time – 15 hours per week (7 day rota based) |
| **BENEFITS** | * Paid Access NI checks * Paid NISCC registrations (where the role requires) * Simply Health Level 2 – health care cash back plan * Paid sick leave 4 weeks full pay after probationary period |
| **LENGTH OF CONTRACT** | Permanent |
| **JOB PURPOSE** | To be part of the staffing team within Morning Star House assisting with the catering provisions in the temporary accommodation service. Catering is at the heart of the service and the Assistant Cook will work alongside the Head Cook to deliver nutritional meals on a daily basis. They will ensure that hygiene and cleanliness within the kitchen are of the highest standard. We provide three meals per day for up to 39 clients, aimed at ensuring that clients are nourishing their body while using the service. |
| **KEY DUTIES & REPSONSIBLITIES** |  |
| 1. **GENERAL TASKS** | * To prepare and cook nutritious meals with varying dietary requirements. * Develop individual meal options for identified clients with specialised dietary needs. * To ensure the hygiene and cleanliness within the kitchen area are of the highest standard in accordance with Environmental Health requirements and legislation. * To follow kitchen procedures and maintain records in accordance with Environmental Health requirements. * Support the Head Chef in the procurement of food requirements. * Carry out regular stock takes and stock control procedures. * To ensure that all Morning Star House policies and procedures are being adhered to, particularly in relation to Health & Safety, Food Hygiene and employee Code of Conduct. * To undertake the role in a professional manner maintaining a high quality of standard of work, and to always work in accordance with the aims and vales of Morning Star * Generate creative and innovative ideas to challenge and contribute to Morning Star House’s ways of working. |

**This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.**

**The list of tasks is not exhaustive, and duties may be varied from time to time by the line manager. This job description is subject to regular review.**

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| **PERSON SPECIFICATION** | | |
| **Criteria** | **Essential** | **Desirable** |
| **EDUCATION / QUALIFICATIONS / EXPERIENCE** | NVQII or City and Guilds – Catering and Hospitality (or equivalent) **OR** 2 years’ experience working in a kitchen role  **AND**  A minimum of one year’s experience of producing freshly prepared home cooked recipes in a professional catering environment. | Experience working with similar service user group with service users who present with complex needs and challenging behaviour e.g. homelessness, addictions, residential setting (experience can be from paid/ unpaid employment, voluntary work, student placement). |
| **SPECIALIST KNOWLEDGE / TRAINING** | Ability to competently use ICT systems for communication and record keeping | Training previously completed in the following areas:   * First Aid * Manual Handling * Basic Food Hygiene |
| **PERSONAL SKILLS** | Ability to:   * Commit to maintaining high standards of hygiene in the kitchen. * An ability to accommodate specific dietary requirements. * Ensure all food is stored and handled safely in compliance with HACCP procedures. * Have excellent verbal and written communication skills with the ability to communication effectively, establish and maintain positive working relationships with clients, colleagues as well as internal and external stakeholders * An ability to work with limited supervision and be able to undertake a range of routine tasks * An ability to work under pressure, handle multiple tasks, and maintain a positive attitude. * An ability to recognise emergency situations and act calmly in an appropriate fashion * Manage personal / professional boundaries |  |
| **PHYSICAL REQUIREMENTS** | Ability to:   * Carry out moving and handling tasks * Prepared and be flexible and available to work unsocial hours (weekends) |  |
| **DISPOSITION** | * Flexible and adaptable to change * Understanding that places equal value on vulnerable adults and those experiencing homelessness * Willingness to work as part of a team |  |
| The successful candidates will require: | | |
| **Access NI** | The post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with Morning Star House. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on the disclosure certificate. | |