



Cook - Shearwater Care home

Salary: Band 5, £25652 - £27,363 pa, pro rata plus shift allowance if applicable

Hours: 26 Hours worked over a two-week rota

Example of shift times - 07:30 - 16:30 or 09:00 - 15:00 and weekends 07:30 - 15:00

Sunday and bank holiday working may apply.

Contract: Permanent

Portsmouth is a vibrant university city, with a rich maritime history on the South coast enjoying excellent transport links to the rest of the country.

At Portsmouth City Council we're all about developing our staff, because we want to build a bigger and better city, but we need the best employees to do so.

With a little over 207,000 residents and 7,000 businesses throughout this city, this unitary authority's main goal is to ensure the best care and development of all those within the city. From customer service to multi-million-pound projects, our residents are at the heart of everything we do.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Portsmouth City Council is committed to safeguarding and promoting the welfare of adults with care and support needs and expects all staff and volunteers to share this commitment.

The Service -

Shearwater is in the Milton area of Portsmouth and is a purpose built 40 bed dementia residential home, which opened in August 2009. The accommodation is spread over 2 floors in units of 20 per floor. All bedrooms have a private ensuite with a shower. The home also has a good-sized garden for residents to enjoy.

We currently have around 100 staff working different roles and different shifts throughout the home.

The second floor is currently not occupied and is being used for the council's contingency plan, plus activity area for residents.

Our philosophy is to encourage independence, though we recognise severe dementia may require residential care. We promote well-being through person centred activities and supporting diversity.

What is the purpose of Adult Social care from a service user perspective?

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect who you are as a person and how you work, then this could be the role that meets your expectations.

What is the role?

- Managing a set budget and producing nutritionally based meals, including special dietary requirements.
- Planning and producing a varied and exciting menu to meet the requirements of residents using seasonal produce.
- Following the stock ordering process for the kitchen and dealing with various suppliers.
- Checking the delivery of supplies and arranging appropriate storage.
- Preparing food on a daily basis with the help of a kitchen assistant/s.
- Being responsible for the overall Health & Safety in the kitchen, including induction of new staff or agency support to the equipment, environment, and maintenance within the scope of your job role.
- Responsibility to report any concerns to the senior team in a timely manner.
- Working with the wider Shearwater team to ensure all kitchen records are kept up to date, including resident nutrition information records, servicing of equipment, policies and procedures are being followed.
- Overseeing the kitchen cleaning schedule and ensuring all kitchen staff are following national guidance provided including COSHH.
- Supporting the activity team to cater for special activities, events and residents birthdays.

Who is the person?

You need to have:

- An advanced qualification in catering, for example, City and Guilds 701/702 and a basic food hygiene certificate (or working towards a suitable qualification)
- Experience of ordering stock.
- The ability to keep within a set budget whilst still providing quality, variety for residents and minimise waste.
- The ability to cook for up to 40 residents.
- A good knowledge of food and nutrition requirements for our specific service, including a good range of special dietary requirements and be able to plan seasonal menus to reflect this.
- Knowledge and understanding of food safety including IDDSI and food intolerances or allergies. (IDDSI training will be provided)
- Proven cookery skills including producing quality cakes, pastry, savoury and sweet dishes with balanced flavour and attention to detail.
- Flexibility in being able to adapt to changing workloads of the team and the requirements of the unit.
- Good interpersonal and communication skills.
- The ability to organise and lead kitchen staff.
- An understanding of the policy regarding safeguarding vulnerable people.
- The ability to keep within a set budget whilst still providing quality, variety for residents and minimise waste.

Please note this interview process will be two phases. If you are successful to pass the initial interview you will be invited back to demonstrate your cooking skills by cooking one cake



and one pot savoury dish that requires the use of herbs and spices. All items will be provided on the day and taste tested by our residents.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.



Updated: 04/04/2024
Service ASC