

Day Centre Cook

Salary: £25,652 - £27,363 per annum, pro rata. (£8,319 - £8,874 for 12 hours per week)

Hours: 12 Hours per week to be worked over 2-day rota Monday 08:00 - 14:00 & Tuesday 08:00 - 14:00

Contract: Permanent

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

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.

Royal Albert Day Centre

Royal Albert Centre is a day centre offering innovative day care for older people with dementia and high dependency needs. It is an exciting place to be for service users and staff and has the facilities to promote healthy living and wellbeing to enable older people to maintain independent living.

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 the service users.
- Ordering stock for the kitchen and liaising with various suppliers.
- Checking the delivery of supplies and arranging appropriate storage.
- Preparing food on a daily basis, with the help of a kitchen auxiliary.
- Being responsible for the overall health and safety in the kitchen.
- Ensuring that all kitchen records are kept up to date, in line with the Food standards Agency including details of menus, budgets and health and safety checks.
- Organising catering for special events.

Who is the person?

You need to have:

- An RSPH Level 2 award in food and safety or equivalent in hospitality and catering, and a basic food hygiene certificate (or working towards a suitable qualification).

- Experience of ordering stock.
- The ability to budget and cook for our Service Users and residents of the extra care setting.
- The ability to manage a budget.
- A good knowledge of food and nutrition, including a good range of special dietary requirements such as pureed, soft diets and allergens to enable detailed, comprehensive menus to reflect this.
- Proven cookery skills, with a good knowledge of planning nutritionally well-balanced meals.
- 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 communicate with kitchen staff and work in collaboration as part of a team.
- An understanding of the policy regarding safeguarding vulnerable people.
- An understanding of dementia.

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 notice.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

