



## **Cook - Shearwater Care home**

**Salary:** Band 5, £26,473 - 28,239 pa, plus shift allowance 7.5% if applicable

**37 hours per week.**

You are required to work on a rota basis covering Monday - Sunday as per needs of the service. To be discussed at interview.

**Portsmouth Local Authority is committed to safeguarding and promoting the welfare of 'adults at risk' 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.**

### **The Service**

Shearwater is in Milton area of Portsmouth and is a purpose built 60 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-centered activities and support 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 if they reflect how you are 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 kitchens 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:

1. An advanced qualification in catering, for example, City and Guilds 701/702 and a basic food hygiene certificate (or working towards a suitable qualification)
2. Experience of ordering stock and dealing with suppliers.
3. The ability to demonstrate you can keep within a set budget whilst still providing a quality menu offering variety for residents whilst minimising waste.
4. The ability to cook for up to 40 residents, possibly more during events.
5. A good knowledge of food and nutrition requirements, according to National Guidance, for our specific service, including a good range of special dietary requirements and be able to plan seasonal menus to reflect this.
6. Knowledge and understanding of food safety including IDDSI and food intolerances or allergies. (IDDSI training will be provided).
7. Proven cookery skills including producing quality cakes, pastry, savoury and sweet dishes with balanced flavour and attention to detail.
8. Flexibility in being able to adapt to changing workloads of the team, offering support to meet the requirements of the service.
9. Good interpersonal and communication skills.
10. The ability to organise and lead kitchen staff by setting the right example.
11. An understanding of the policy regarding safeguarding vulnerable people.

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 a 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.

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

### **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).