

## **Cook - Job Profile**

### **Organisation Purpose and Scope**

Centre 81 members have been through a transition of change due to the impact of the Covid-19 pandemic. As widely recognized individuals from Black, Asian, and Minority Ethnic (BAME) groups and those with underlying health conditions are particularly susceptible to coronavirus. These conditions include those with illnesses affecting their heart, lungs, and immune systems as well as those with diabetes and/or obesity.

88% of our Skills & Activities members are perceived as being vulnerable. 62% are wheelchair dependent and 16% need one to one support for all meals, snacks, and drinks. High numbers of our members have been diagnosed with diabetes and/or overweight with many having a BMI that is more than 30. Additionally, many of our members have complex social and/or medical conditions to manage.

Centre 81's role is to offer our members appropriate support, facilitate social interaction in a non-institutional way and assist our members to improve the quality of their life. It is important for the long-term sustainability of the organisation that we continue to provide cutting-edge, person-centered services to our members, which enhance their individual and collective resourcefulness and resilience.

Centre 81 has become a really important place supporting our members and providing training and volunteering opportunities for those who wish to work positively, developing their professional expertise within the care sector supporting adults with a range of disabilities, to develop critical skills and enjoy life. The overall aim is to safeguard Centre 81 so that it has the capacity to offer its services to our current and future generations.

Centre 81 is currently in the process of moving to bigger and more suitable premises, the move to Yare House will take place this summer (2022).

### **Core Values of Centre 81**

Centre 81 ethos is to work with members from a person-centered approach that acknowledges each individual is the expert in their life, knows what matters to them and how they wish to live their life. By acknowledging each person's uniqueness and working with them with respect and dignity, Centre 81 aims to address all forms of discrimination, particularly on the grounds of disability and promotes the rights of its members. Centre 81 actively encourages social inclusion and through this access to greater independence and reduce social isolation.

### **Purpose and Scope**

Centre 81 provides access to meals, lite bites and snacks for all members attending Centre 81. For some of our members this is their opportunity to have a home-made meal. Lunch at Centre 81 for our members is an important part of their day and as such should be a positive social experience for them. It is important that all our members meal preferences are respected and where feasible and cost affected are accommodated. For members with allergies it is critical that any food prepared and/or served on the premises does not compromise their health.

### **Organisational Relationship**

- Line Manager – Julie Charles, Skills & Activities Manager.

**Key Information**

- Salary £8.91 per hour
- Annual Leave: 28 days per annum including bank and public holidays per rata
- Statutory sick pay (SSP) only.

**Liaise with:**

- Line Manager – Julie Charles Skills & Activities Manager
- Bubble leads
- Administrative staff

**Principle duties and responsibilities:**

1. To organise and control the efficient and economic production of high-quality food within the allowed budget, to effectively menu plan, order, prep and serve food whilst maintaining high standards of cleanliness and hygiene.
2. To prepare, cook and serve hot and cold meals taking into account the preferences, dietary requirements, allergies, and ethnic customs of individual members.
3. To work with Centre 81 members as part of a team to ensure that members can contribute to the planning, preparation, and delivery of food as appropriate
4. To liaise with the Skills & Activities Centre Manager when planning/costing menus to provide cost effective balanced meals.
5. To ensure that Centre 81 members are working to required standards of practice in relation to cleanliness, food preparation and their general conduct within the kitchen
6. To ensure that all areas of the kitchen are maintained as required including ordering, delivery checks, accurate recording of required kitchen audits i.e. temperature controls and cleaning schedule.

**General Requirements**

7. To be fully involved in supervision discussions and follow through identified actions.
8. To ensure, as far as is reasonably practicable, observance and adherence to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
9. To understand the importance of good communication (including completion of relevant forms and records), observation and cohesive teamwork
10. To follow all Centre 81's guidelines regarding Covid 19.
11. A commitment to anti-oppressive practice and equality of opportunity
12. To undertake evening and weekend work as required.
13. To undertake any other duties required that are commensurate with position and salary.