

**LONDON BOROUGH OF WALTHAM FOREST  
JOB DESCRIPTION**

**Job Title:** Cook - Residential Home for Elderly Persons  
**Post No:**  
**Unit:** Older Persons'  
**Grade:** 2  
**Service:** Social Services  
**Department:** Community Services  
**Date Prepared:** May 2002

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**THE COUNCIL EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE COUNCIL'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE AUTHORITY.**

**JOB PURPOSE**

To cook meals for elderly residents and staff in a Home for Elderly Persons.

**MAJOR TASKS**

1. To understand and comply with the Council's Equal Opportunities Policy.
2. To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation or Council Policies and Procedures relating to Health and Safety at Work.
3. To understand and actively promote the Council's Customer Service Policy, ensuring the needs of our customers are considered at all times to enable the Council to meet its customer satisfaction targets.
4. Ensure adequate diets for residents.
5. To cook breakfast, lunch and tea.
6. Make cakes and snacks for social occasions.

**JOB ACTIVITIES**

1. To be aware of and responsible for the hygiene in the kitchen, by keeping a high standard of cleanliness.
2. To ensure all kitchen equipment is safe and in good working condition.
3. To report any fault in the kitchen equipment to the officer in charge.
4. To work as a member of the staff team of the establishment and to attend meetings as required.
5. To supervise and delegate appropriate tasks to Assistant Cook and Domestic staff.
6. To prepare and cook all meals.

7. To be responsible for preparing and cooking any special diets i.e. reducing diet, diabetic, salt free, ethnic minority foods.
8. To comply with environmental health requirements, which include ensuring that samples of all foods are kept for 24 hours.
9. To advise officers on menu planning, taking account of ethnic minority needs.
10. To monitor stocks and adequately advise on storage.
11. To maintain accurate records in accordance with the requirements of the Home.
12. To inform officers each week of necessary stocks to be ordered.
13. Occasional duties of a similar nature up to and including those in the same grade. In the event of a dispute about any such duty the normal trade union/management negotiations will apply until the matter is resolved.

REPORTS TO:

AUTHORITY FOR:

Countersigned by: Postholder .....

Supervisor .....