

**JOB DESCRIPTION**

<b>ROLE:</b>	Cook-in-Charge
<b>ACCOUNTABLE TO:</b>	Home Manager
<b>RESPONSIBLE TO:</b>	Home Manager
<b>AIMS:</b>	To provide a high quality, cost effective catering service to the Home.

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**RESPONSIBILITIES:**

- ⇒ To order supplies and keep stock at an acceptable level.
- ⇒ Check and note all deliveries against the order given.
- ⇒ Ensure that the Administrator receives invoices and corresponding order lists each week.
- ⇒ To ensure that purchasing of stores remains within the permitted budget.
- ⇒ For the day to day operation of the stock control system.
- ⇒ For communication between management and other kitchen employees.
- ⇒ To participate in selection of kitchen personnel.
- ⇒ Arranging training as required.
- ⇒ To provide and maintain a menu displaying choice in conjunction with the Home Manager, taking into consideration any special dietary requirements.
- ⇒ For compliance with the Health & Safety Policy in kitchen and stores.
- ⇒ To maintain a high standard of cleanliness and hygiene in the kitchen and stores.
- ⇒ To ensure all Procedures and Work Instructions in the Quality Manual are undertaken.
- ⇒ To supervise kitchen staff.
- ⇒ Any duty which falls within the responsibility of the job.

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**PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER**

Employee Signature: ..... Date: .....