**DRAFT JOB DESCRIPTION**

**Job title:**  Cook

**Hours:**  9.30am – 2pm up to 5 days per week

**Salary:** £ 13.00ph

**Main purpose of job:**

To plan, prepare and cook healthy lunches daily for people who attend Nottingham Mencap’s day service, Lifestyle Choices. Working with a small group of people with learning disabilities, you will help them to develop their cooking skills while maintaining high levels of food hygiene.

**Relationships:**

a) Responsible to: Services and Development Manger

c) Liaison with: Sessional Tutors, Support Workers and Office Staff

**Location:** Nottingham Mencap, 1A – 3 Clarence Street, Nottingham, NG3 2ET

**Key responsibilities:**

1. Prepare lunch for up to 40 people daily taking into account the dietary needs of the people who use our service
2. Supervise and lead a group of 3-4 people with learning disabilities in the kitchen, helping them to develop their cooking skills.
3. Create a varied menu and be responsible for a weekly food shop (online)
4. Carry out and keep records of daily/weekly/monthly cleaning tasks to ensure a high standard of cleanliness and ensure the kitchen is always inspection ready.
5. Act as a member of the wider team supporting colleagues and help to develop and maintain a team ethos
6. Comply with Nottingham Mencap policies and procedures and undertake training as necessary
7. Work with the wider team to help develop new and innovative sessions, approaches and ways to monitor development
8. Any other duty which, from time to time, may reasonably be required to meet the needs of Nottingham Mencap.

**Personal Specification**

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| --- | --- | --- |
|  | **Essential/ Desirable** | **Assessed by** |
| **Qualifications** |  |  |
| Food hygiene Level 2 certificate | **E** | **A/I** |
| Minimum NVQ2 or equivalent in catering | **D** | **A/I** |
| **Experience** |  |  |
| Cooking or catering for large groups | **E** | **A/I** |
| Working with people with learning disabilities | **D** |  |
| **Teaching skills** |  |  |
| Understanding of adults as learners | **D** | **A/I** |
| Excellent communication skills | **E** | **A/I** |
| Good organisational skills | **E** | **A/I** |
| Able to work effectively as a team member | **E** | **A/I** |
| Able to negotiate pace and content of learning/groupwork | **E** | **A/I** |
| Able to give constructive feedback | **E** | **A/I** |
| Commitment to student centred learning | **E** | **A/I** |
| Sensitivity, empathy and tolerance | **E** | **A/I** |
| Awareness of group dynamics | **E** | **A/I** |
| **Knowledge** |  |  |
| Knowledge/expertise of dietary needs | **E** | **A/I** |
| Knowledge of learning support issues | **D** | **A/I** |
| **Methods of working** |  |  |
| Commitment to Equal Opportunities policies | **E** | **A/I** |
| Awareness of Health and Safety issues | **D** | **A/I** |