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| Pilkington Retirement Services Limited |

# JOB DESCRIPTION

All Pilkington Retirement Services Limited employees are expected to project a professional and positive image of the organisation in both appearance and behaviour, especially when liaising with individuals external to the organisation.

JOB TITLE: Cook DEPARTMENT: Ruskin Lodge

RESPONSIBLE TO: Team Leader

### MAIN PURPOSE OF THE JOB

To provide meals to the guests of Ruskin Lodge each day and maintain stock levels of food and equipment. To do this in a safe, hygienic, economic and efficient manner. All PRSL supervisors must be standards driven, be adaptable, influential and competent in providing direction. Analytical thinking and developing.

### MAIN TASKS

1. To prepare and cook breakfast for up to 23 guests and to assist with serving breakfast.
2. To prepare and cook lunches and evening meal for up to 23 guests each day and lunch for up to 40 day centre guests three times per week.
3. Prepare tea/coffee/snacks throughout the day as required to visitors to Ruskin Lodge
4. Prepare buffets for meetings, special events, etc.

5. Ensure adequate supplies of food, materials and equipment are maintained and ordering of the same

1. Ensure all rules and regulations/legislation are complied with in order to

 provide a safe, hygienic and efficient working environment within the kitchen

7. Maintain cleanliness of all equipment and machinery

8. Liaise with Welfare Centre regarding Home Meals Service, ie number, menus, special diets, etc.

1. Stock control of both home meals and frozen meal deliveries in walk-in freezer.
2. To plan menus for up to 5 weeks in advance
3. To plan a varied, nutritious well balanced diet.

12. To be aware of special dietary needs of guests eg low fat, diabetic, soft diet