

Job Title:	Cook	Job Holder:	Vacant
Reports To:	Day Care Centre Manager	Location:	Newbridge Day Care Centre Newbridge, Co. Kildare
Region:	East	Date of Job Description:	April 2024

1. PURPOSE OF THE JOB

To prepare and cook healthy meals for all service users of Newbridge Day Care Centre and those customers availing of the meals on wheels service. The cook will cater for additional dietary requirements as needed. The cook will be responsible for shopping for food, preparing and cooking this food in conjunction with the catering team. The cook will budget, plan and ensure stock levels are kept replenished at all times.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration and other specialist areas.

Newbridge Day Care Centre offers a wide range of services for adults and older persons in the Newbridge and wider community area. This includes a meals on wheels service, in house meals, transport service and day activity services that take place in the centre. The centre is open Monday to Friday and can cater for up to 25 day care patrons per day and 45 meals on wheels patrons. The centre is overseen by an SVP Conference Management Committee.

SVP is committed to ensuring that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. All employees are expected to act in accordance with SVP policies on Dignity & Respect and Safeguarding in respect of related Children and Vulnerable adults Safeguarding policies and procedures

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

3. GUIDANCE AND AUTHORITY

The job holder will report directly to Day Care Centre Manager

The post holder is expected to operate with considerable autonomy. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and implementation of policy.
- Where practice or proposed practice places stakeholders in a position of risk e.g., a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
1. Menu Planning	<ul style="list-style-type: none">• Develop a menu to meet the needs of service users of Newbridge Day Care Centre taking into account dietary requirements and allergies etc.• Seek regular feedback from service users and update the menu accordingly providing variety and quality.
2. Food Preparation	<ul style="list-style-type: none">• Prepare of approx. 70-80 healthy meals that meet the needs of all service users.• Ensure that food is prepared to a high standard and is produced for distribution in a well presented manner at all times• Offering guidance and support to catering Assistant staff to achieve our food preparation goals on a daily basis.
3. Standards	<ul style="list-style-type: none">• Ensure the kitchen meets the highest standards of cleanliness, hygiene, health and safety and fire safety, maintaining appropriate paperwork in this regard• Ensure the kitchen operates in line with all HACCP guidelines and standards as well as all Food safety and environmental health regulations maintaining appropriate paperwork in this regard
4. Budget	<ul style="list-style-type: none">• Ensuring that the kitchen is adequately stocked at all times, whilst managing the budget. This includes ordering food, materials, etc.• Participating in established procedures in place in the centre to ensure all monies received from customers of the meals on wheels service are accurately accounted for.
5. Stock Control	<ul style="list-style-type: none">• The operation of efficient and regular stock rotation and control systems, including cost controls.
6. Policy & Procedure	<ul style="list-style-type: none">• Ensure all policies and procedures in place in the centre are implemented and followed in your area of responsibility, including SVP policies on GDPR, finance, health and safety and best operational practice in this area

7. Safeguarding	<ul style="list-style-type: none"> • Follow SVP Safeguarding policies and procedures. • Maintain an awareness of best practices in safeguarding children and vulnerable adults. • To report to your Designated Liaison Person any concerns you have in regard to safeguarding in the service, following reporting procedures and your responsibilities in this regard
8. Any other duties as assigned within the remit of the role	<ul style="list-style-type: none"> • Undertake any training as required by your role or in agreement with your line manager • Any other duties as assigned by the line manager that relate to the role of Cook.

5. CHALLENGES

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.
- Meals outside of the menu plan may be required to cater to dietary requirements, e.g. if a diabetic person required a meal.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/change.

The Society is committed to the Right to Disconnect Code of Practice which applies to all employees irrespective of where they work, be that office, service, home or other remote location, or their working pattern, either core, shift, or flexible hours.

Given the nature of our organisation, employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected, and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

EDUCATION

- Minimum Level 2 Certificate in HACCP is essential
- A qualification in catering or a related field would be an advantage.

KNOWLEDGE

- A knowledge and appreciation of the Society, its ethos, mission and values.
- To have an understanding of basic health and safety issues & the HACCP principles.
- A satisfactory knowledge and understanding of the requirements of the post.
- To be aware of the standards expected to be met within a kitchen.
- A satisfactory standard of the technical and managerial knowledge and understanding required to perform the duties of the post.

EXPERIENCE

- A minimum of 1 Years' Experience working as a Cook/Chef or in a similar role is essential.
- Experience working in a holiday home, hotel, bar or similar organisation would be an advantage

SKILLS

- An ability to communicate and work safely with all.
- The ability to maintain professional boundaries.
- The ability to work as part of a team, and on own initiative where required.
- To be able to manage a budget.

The person must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

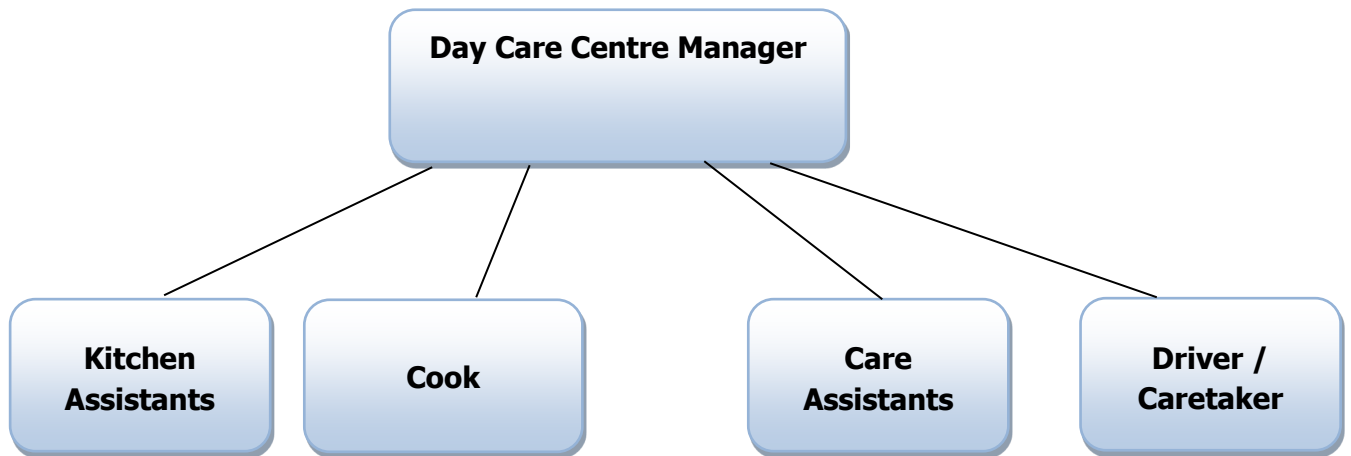
8. COMPENSATION AND BENEFITS

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following probation period, with level of entitlement increasing with length of service
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)**
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave

9. MAIN TERMS AND CONDITIONS

Contract Type:	Permanent
Hours:	30 hours per week
Pension:	5% or 7% employer contribution 5% or 7% employee contribution
Salary:	€31,629 per annum pro rata/ €16.22 per hour

10. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager