

**JOB DESCRIPTION**

**Job Title:** After school Cook

**Rate per hour:** £9

**Responsible to:** Session Co-ordinator

**Accountable to:** Children and Youth Service

e Manager

Sutton Mencap provides group based play and leisure services for children and young people aged between 6-18yrs with learning disabilities.

**Main Purpose of the Job:**

To provide healthy, satisfying meals for children and young people using the after school club on Mondays and Tuesdays.

**Duties**

* To provide 6-10 meals for service users, main course and pudding
* To ensure that food is prepared in a clean environment, cooked to a suitable temperature to meet health and safety standards and to prevent infection.
* To offer a choice of meals at every session.
* To cater safely for service users with allergies and personal and cultural preferences eg. Gluten free, vegetarian.
* To cater for service users with medical needs eg. Needing soft diet or pureed food which is served attractively and warm with appropriate cutlery and crockery according to their eating plan
* To ensure that kitchen, fridge and freezer is stocked with all items for the children and items for Youth and adults as specified by the coordinator and manager.
* To manage a money float for the service, keeping all receipts and writing down incoming funds and outgoing expenses.
* To shop taking account of good quality and good value items keeping within a designated budget.
* To ensure maintenance of picture symbols and add symbols as required.
* To wash up, dry and put away all the crockery, cutlery and cooking utensils following preparation of meas.
* To keep the kitchen clean and to report any hazards or faults including periodic defrosting of freezer, cleaning of fridge and cleaning of ovens.
* To dispose of any foods not correctly packaged and labelled with the date of opening.
* To greet children and young people in a friendly manner, be guided by their 1:1’s regarding communication with them and encourage independence as guided e.g. some service users load the dishwasher at the end of their meal.

**Polices and Regulations**

* Ensure a familiarisation with all policies and regulations including safeguarding children, fire, equal opportunities and health and safety.
* To attend mandatory training and staff meetings/supervision when required.
* To work in accordance to Ofsted requirements.
* Undertake a safe food preparation course every 2 years.

**Confidentiality**

Confidentiality must be maintained at all times.

The nature of the play scheme involves entrusting staff with confidential information about children/young people with disabilities, their families. Any breach of confidentiality will constitute gross misconduct.

**Safeguarding**

Sutton Mencap is committed to safeguarding and promoting the welfare of children and young people. Our recruitment procedures are designed to ensure all employees and volunteers share in this commitment.