



**Job Reference 0038 - 1595**

**Role of Cook, Inverness, IV3 8ER**

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification.

The particulars of this post are:

- Average of 21 hours per week working dayshift between 11am & 6pm with 1 hour unpaid break  
Week 1 & 3: working 4 days (24 hours)  
Week 2 & 4: working 3 days (18 hours)
- Competitive hourly rate of £8.45 —£8.65 per hour
- Access to paid training & continued personal development
- Option to work additional bank cover hours via our agency

Trust requires all external applicants to complete our Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment to [jobs@trustha.org.uk](mailto:jobs@trustha.org.uk) or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than the closing date of 12 noon on 23<sup>rd</sup> October 2017.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

*Sharon Chalmers*

Sharon Chalmers  
HR Assistant  
0131 444 1200



Gold



**Role: Cook**  
**Salary: £8.45 – £8.65**  
**Location: Inverness IV3 8ER**  
**Job type: Permanent, 21 hours**  
**Job Ref: 0038 - 1595**  
**Closing Date: Monday 23rd October 2017**



Trust Housing Association Ltd has an exciting opportunity for a **Cook** to join their team based at **Lower Kessock, Street, Inverness** on a permanent basis.

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,500 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

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Our Inverness development has a number of tenants with differing dietary needs, and day-to-day you would be required to prepare nutritious, home cooked light meal at lunch time and main meal in the evening. Our menu planner means our tenants can choose their menu in advance, making preparation and organisation more manageable. The tenants enjoy home cooking and home baking and especially enjoy the social aspect of the dining experience. This post is a perfect opportunity to for a cook to showcase their cooking talents in a relaxed homely atmosphere and make a difference to our tenants' health and well being.

To apply for our post of **Cook** please obtain a copy of our job pack which includes the full job description and person specification. Trust requires all external applicants to complete an Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Application can be emailed as an attachment or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than 12 noon on Monday 23rd October 2017.

If you feel you have the skills and experience to become our **Cook** and you'd like to work with a prestigious and well established company working in a person-centred culture that puts people at the heart of all we do, then we'd like to hear from you.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

We are an equal opportunities employer and welcome applications from all sections of the community.

Trust Housing Association is a Registered Scottish Charity- SC009086



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# Trust Housing Association Ltd

## Job Description

**POST:**  
Cook

**LOCATION:**  
Development Based

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### PURPOSE OF JOB

To prepare and produce nutritious, well balanced and varied menus for tenants and on occasion guests. To provide tenants and customers with service excellence within the dining room. Ensure the adherence of the Association's Food Safety Management system.

### MAIN DUTIES & ACTIVITIES

To plan, prepare and cook varied, nutritious menus for tenants and customers.

To provide varied meals appropriate for any specific dietary requirements.

To ensure meals are served in a timely manner, maintaining the requirements of hot holding of food.

To ensure adherence to the Association's Food Safety Management system including the completion of HACCP documentation.

To assist the Coordinator with managing the food budget through effective stock ordering, production planning and waste controls.

To be aware of the policies of Trust Housing Association and to what extent the policies impact upon the development.

To ensure that the kitchen is maintained in a safe and hygienic manner at all times.

To undertake tenant/service user consultation and report any findings to the Coordinator.

To treat all tenants with respect and dignity at all times, respect personal choice and actively encourage independence and social inclusion.

To actively promote the meals service within the development.

To participate in team meetings, staff supervisions and day-to-day staff communication.

To undertake any other relevant duties as considered appropriate to the post.



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## EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

## REPORTING ARRANGEMENTS

Principally reporting to the Coordinator for the daily running of the catering operation. Additional reporting to the Catering Manager for catering specific and regulatory requirements.



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## PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Previous experience in cooking and serving quality food	✓	
Experience of cooking for specific dietary requirements	✓	
Understanding of the needs of older people in relation to meal provision		✓
Confidence to actively seek tenant feedback and make changes as required	✓	
The ability to communicate well with other team members	✓	
Flexible in relation to hours of work	✓	
Ability to manage their own workload	✓	
Ability to work on their own initiative	✓	
Education, Qualifications, Training & Development	Essential	Desirable
Relevant food related qualification e.g. REHIS Elementary Food Hygiene Certificate	✓	
Knowledge of the requirements of a Food Safety Management system		✓
Willingness to undergo future training in areas such as menu planning and food and nutrition.	✓	
Other factors and attributes	Essential	Desirable
Experience of catering for people suffering from dementia		✓
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print Name \_\_\_\_\_



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