



## Job Profile

Job Title	Cook		
Job Reference No.	HOMESH036	Date of issue:	April 2026

### The job in a nutshell...

This role provides safe, nutritious meals for people living in a supported housing service. The Cook plans and prepares food that meets individual dietary needs, keeps the kitchen running safely and smoothly, and makes sure hygiene standards are always met. The role supports the wider service by managing food supplies, staying within agreed budgets, and ensuring meals are available even when catering cover is limited.

### What success will look like...

Meals are prepared and served on time, every day, and people receive food that is nutritious, well balanced and appropriate to their needs. Special diets, allergies and cultural requirements are understood and consistently catered for, so clients feel safe, included and respected. The service can rely on meals being available even during busy periods or staff absence because food is planned, prepared and stored in advance.

The kitchen operates as a safe, clean and well organised environment. Hygiene standards are consistently high, cleaning schedules are followed, and records such as temperature checks are completed accurately. Equipment, storage areas and utensils are kept in good condition, reducing risk and ensuring compliance with food safety and health and safety requirements.

Food supplies are well managed and always available when needed. Stock levels are monitored, orders are placed in line with agreed guidelines, and deliveries are checked and recorded correctly. Spending stays within authorised limits, and the service manager has clear, accurate information to support budget oversight and financial control.

Menus are planned ahead and provide variety and balance. They reflect the needs of the people using the service and take account of feedback where appropriate. Because menus are thought through in advance, food preparation runs smoothly, waste is minimised, and the service can confidently meet nutritional expectations.

Accurate records support safe and consistent catering provision. Stock sheets, delivery notes and invoices are completed and passed on correctly, giving clear audit trails. Food safety and kitchen records are kept up to date, so the service can demonstrate compliance with internal policies and external standards at any time.

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The service benefits from reliable cover and continuity. Food is prepared for refrigeration or freezing where appropriate, ensuring meals are available when catering staff are not on duty. This helps maintain consistent support for clients and reduces pressure on colleagues during evenings, weekends or unexpected absences.

Professional boundaries are maintained at all times. Clients are treated with dignity and sensitivity, and confidentiality is respected in day to day interactions. The cook's approach supports a calm, respectful environment where people feel safe and supported.

The wider team can rely on this role to contribute positively to the service. Information about dietary needs and menu plans is shared clearly with colleagues. Required training is completed, health and safety responsibilities are taken seriously, and equality and diversity are reflected in everyday practice.

You'll already have these **brilliant** skills, qualifications and knowledge...

<b>Transferable Skills.</b>	<b>Technical qualifications, experience and knowledge.</b>
<p><b>We have an eye for detail</b></p> <ul style="list-style-type: none"> <li>• Pays attention to detail</li> <li>• Has the appropriate skills and experience</li> <li>• Working in a safe, effective, caring and well-led way</li> </ul>	<p><b>Professional catering experience</b></p> <ul style="list-style-type: none"> <li>• Experience preparing meals for groups of people</li> <li>• Understanding of balanced nutrition and special diets</li> <li>• Ability to plan menus and prepare food in advance</li> </ul>
<p><b>We are intuitively collaborative</b></p> <ul style="list-style-type: none"> <li>• Be open, respectful and value different opinions and ways of working</li> <li>• Work with others as part of one Home Group team</li> <li>• Be brave, communicate and collaborate with people beyond your usual team</li> </ul>	<p><b>Food safety and hygiene knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of food hygiene standards and safe food handling</li> <li>• Experience maintaining clean, safe kitchen environments</li> <li>• Knowledge of temperature control and food storage requirements</li> </ul>
<p><b>We are self-starters</b></p> <ul style="list-style-type: none"> <li>• Be well organised</li> <li>• Be proactive</li> <li>• Strive to get it right the first time</li> </ul>	<p><b>Stock and supply management</b></p> <ul style="list-style-type: none"> <li>• Experience ordering food and managing stock levels</li> <li>• Checking deliveries against orders and invoices</li> <li>• Working within agreed budgets and spending limits</li> </ul>

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We'd also love you to have, or be **brilliant** at... (but don't worry if not)

<p>Experience working in supported housing, care or similar environments          An understanding of the needs of vulnerable adults          Confidence using basic recording systems or stock sheets          Willingness to work flexibly across services or locations where needed</p>
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We're all **accountable** for..

<p>Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.</p> <p>Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.</p> <p>Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.</p> <p>Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.</p> <p>Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.</p>
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Other **important** stuff..

Budget Holder	No	Budget value up to £	<input style="width: 80px;" type="text" value="0"/>
Manages People	No	# of direct reports circa	<input style="width: 80px;" type="text" value="0"/>
Travel	Occasional	Driving Essential	No
DBS	Enhanced with barring		



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