

Cairn Home: Residential Care Home

Job Description: Cook Temporary Post

Responsible to: Cairn Home Manager

Hours: 30 hours per week on a rota basis, including alternate weekends over 3 x 10 hour days cooking breakfast, lunch and tea.

Salary: £12.93 per hour

Contract Type: Full time, temporary

Location: In person at Cairn Home 58 Selborne Road, Crosspool, Sheffield. S10 5ND

General Information:

We are seeking a dedicated and skilled Cook to join our team. The ideal candidate will be passionate about food, hygiene, and the wellbeing of our residents. You'll be responsible for preparing high-quality meals, maintaining kitchen standards, and ensuring dietary needs are met with care and attention.

Cairn Home is owned and operated by **Sheffield Royal Society for the Blind (SRSB)**, a local independent charity. The prime driver for the home is the highest quality of life for the residents, rather than financial profit.

Cairn Home is registered for 30 residents. It has 28 bedrooms, all with en-suite facilities, for permanent residents (one room is a double room) and one room reserved for respite care, also with en-suite facilities. We are currently in the process of refurbishing all the rooms and upgrading the en-suite bathrooms. All our residents are all elderly, and many have some level of visual impairment.

Duties & Responsibilities:

- Prepare and cook nutritious meals and snacks tailored to individual dietary requirements and preferences.
- Maintain high standards of food hygiene and cleanliness across all kitchen operations
- Monitor and record food safety data (eg, fridge temps, HACCP logs) in compliance with legal requirements
- Assist with ordering and inspecting food deliveries, ensuring proper stock rotation, reporting goods to be ordered to the relevant senior staff to adequate supplies are maintained.

- Collaborate with management to develop resident-focused menus, attending resident meetings as needed
- Liaise with new residents to identify allergies, preferences, and dietary requirements
- Ensure the dining area is well-presented, with properly set tables and replenished condiments
- Oversee weekly deep cleaning tasks and report any maintenance issues promptly
- Ensure your own personal hygiene and cleanliness is of the highest standard
- Comply with Health and Safety, Fire Regulations and other **SRSB/Cairn Home** Policies and Procedures.

Person Specification:

Experience and Qualifications	
Food Safety Level 2 qualification or above	Essential
Previous experience of working in a busy kitchen	Essential
A sound knowledge of dietary needs and nutrition	Essential
Ability to assist in maintaining compliance with regulatory standards	Essential
Awareness of Allergens and Dysphagia diets (IDDSI)	Essential
Commitment to own continuing professional development and attendance at further training	Essential
Skills and Abilities	
Ability to communicate clearly and effectively in a structured way with a range of individuals, both verbally and in writing	Essential
Ability to listen and empathise whilst remaining objective	Essential
Ability to communicate with staff in a professional manner - to develop and maintain appropriate positive relationships with residents, their families and outside agencies	Essential

Ability to record information to meet monitoring requirements.	Essential
Ability to work on own initiative and liaise with the kitchen manager as and when required.	Essential
Ability to prioritise and manage own workload	Essential

Qualities and Competencies	
Self-motivated	Essential
Personal commitment to equal opportunities and anti-discriminatory practices	Essential
Ability to motivate and support others	Essential
A commitment to empowerment	Essential
Conscientious and thorough in record keeping, data collection and data protection to support service delivery and development	Essential
Other Requirements	
Ability to travel for events such as training etc	Essential
Appointment is subject to an Enhanced DBS check and satisfactory references, including a reference from your current/most recent employer	Essential

General Responsibilities for All Staff:

Understand and comply with all relevant legislation and **SRSB/Cairn Home's** policies and procedures, including data protection, safeguarding and health & safety.

Confidentiality of information relating to residents, volunteers and staff is of paramount importance.

To bring to the attention of the Home Manager any serious problems or areas of concern

To adhere to and support **Cairn Home's** and **SRSB's** core values and carry out all responsibilities in accordance with our Equality and Diversity Policy.

Work as part of a team for the benefit of our residents. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of **SRSB/Cairn Home** as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required.

Benefits:

Company Sick Pay: The Home operates its own discretionary sick pay scheme, subject to conditions and rules.

Life Assurance: All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension: You will be auto enrolled in SRSB's staff pension scheme immediately and contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution.

Holidays: The holiday entitlement for full time employees is 28 days per year. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.