

Age Concern Glenrothes

Job Description

Position: Volunteer cook

Responsible to: Age Concern Manager (through the Cooksafe worker)

Responsible for: no line management responsibility

Outline of role: To provide nutritious freshly-prepared meals for our day centre clients which comply with Age Concern guidelines and to work within current Food Hygiene regulations.

Specific tasks: **Operational**

- To work within current Food Safety regulations, and to liaise with the Cooksafe worker regarding changes in legislation and good practice
- To attend training and information sessions as agreed with the Manager at interview
- To maintain all records in accordance with current Food Safety regulations
- Oversee the volunteer kitchen assistants to make sure that they comply with current good practice

Practical

- Plan a rota of menus
- Provide meals that are well-balanced using fresh ingredients, and within budget
- Arrange the purchase of ingredients
- Arrange the safe transport and storage of ingredients
- Provide tea and toast for clients on arrival
- Keep appropriate records regarding the purchase, cooking, transport and storage of all foodstuffs
- Clean the kitchen and associated areas as per the cleaning schedule
- Attend further training and support meetings as agreed