

**Creative Support Ltd**

Head Office  
Wellington House  
Stockport  
SK1 3TS

Tel: 0161 236 0829  
Fax: 0161 237 5126  
recruitment@creativesupport.co.uk  
www.creativesupport.co.uk

**Relief Cook****Reference: 77761****Wilshaw House – Tameside**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Closing Date: 19 May 2025**

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.



**Hours:** Zero hours basis, to be worked flexibly to support the needs of the service.

**Responsible To:** Project Manager

**The Role:**

The cook is responsible for preparing and cooking a hot meal for up to 20 services users a day and a hot meal or buffet for 8 individuals who may access the community as part of their support needs.

At Wilshaw House, we provide quality care and support to older people with a range of support needs including dementia and memory impairment.

**Main Duties**

**Food Preparation**

1. To prepare and cook meals in line with an agreed menu plan for the day service. To ensure that meals are well prepared and presented.
2. To provide a varied menu in consultation with service users. To produce weekly menu plans and to ensure that meals are nutritionally balanced to meet service user's dietary requirements.
3. To prepare textured diets including food and fluid to enable a person to chew and swallow safely without choking.
4. To prepare food in a hygienic manner and in keeping with health and safety and food hygiene legislation
5. To work with service users as and when appropriate
6. To work with and support service users and volunteers as and when appropriate
7. To communicate with the other cooks and kitchen assistants in relation to planning menu's and ordering of food items.
8. To ensure that all food is prepared and stored in line with food hygiene standards.

**Cleaning**

9. To keep all kitchen and dining areas clean and tidy according to the cleaning schedules
10. To ensure that the kitchen areas and all the cooking equipment are maintained in a safe, hygienic condition according to the cleaning schedules
11. To follow safety procedures in respect of dangerous cleaning substances

### Stock Management

- 12. To keep up-to-date records of all items issued and be responsible when stocks need re-ordering.
- 13. To ensure that all cleaning materials are used in an economical way
- 14. To develop relationships with service users and promote an atmosphere of trust and respect

### Training

- 15. To attend relevant training including food nutrition, food hygiene and health and safety courses.
- 16. To accept regular support and supervision from the line manager

### Team Work

- 17. To be part of a team that provides a reliable service

### Health and Safety

- 18. To recognise the need for a safe and hygienic environment in the service.

### Other

- 19. To provide regular verbal and written reports to line manager
- 20. To carry out all work in a manner consistent with the aims of the project and the service principles of Creative Support
- 21. To comply with and to implement the Equal Opportunities Policy of Creative Support
- 22. To maintain confidentiality at all times, in accordance with the agreed policy
- 23. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support
- 24. Any other duties as required

	QUALITIES AND QUALIFICATIONS REQUIRED	How Assessed	Essential or Desirable
1	Working as a member of a team	Application & Interview	Essential
2	At least one year's experience in a similar role or with similar experience	Application & Interview	Essential
3	Practical cooking skills including ensuring meals are well prepared and presented	Application & Interview	Essential
4	Knowledge of food preparation and menu planning for groups of people	Application & Interview	Essential
5	A working knowledge of the nutritional needs of older people to meet dietary requirements	Application & Interview	Essential
6	An ability to work unsupervised and to organise own work	Application & Interview	Essential
7	An ability to complete tasks following a schedule of work	Application & Interview	Essential
8	Basic verbal and written communication skills, with an ability to contribute to a record and finance keeping system, write and organise meal plans	Application & Interview	Essential
9	Willingness to work as part of a team	Application & Interview	Essential
10	A common sense understanding of household management	Application & Interview	Essential
11	Possession of a food hygiene certificate or willingness to undertake this	Application & Interview	Essential
12	A relevant catering certificate or qualifications	Application & Interview	Essential

**TERMS AND CONDITIONS – RELIEF COOK**  
**Wilshaw House - Tameside**



**Pay Structure:**

**£12.70 per hour**

**Hours of Work:**

09:30 to 14:30

**Holidays:**

You will receive paid holiday hours in respect of holidays which have been accrued. Payments will be calculated as an average, using hours worked over the preceding 12 week period up to a maximum of 180 hours (24 days) per holiday year. Holiday pay is not automatically given and these must be requested.

**Probationary Period:**

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

**Sickness Policy:**

You will not be entitled to company sick pay.

**Disclosure Checks:**

All appointments will be subject to DBS enhanced disclosure and ISA checks.

**Sona App:**

It is mandatory for all bank staff to sign up for the Sona app which is used to advertise available shifts

**Networks:**

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.