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Catering Assistant- Neville Williams House – Part Time

Description

An exciting new role has arisen for an experienced catering professional to join a nursing home in Selly Park, Birmingham.

Broadening Choices for Older People has supported older people living in Birmingham since 1946. First founded by leading social workers with the assistance of volunteers, we've always supported the older people of Birmingham. We operate nursing homes, supported living schemes and independent living schemes across the breadth of the city.

We place people at the heart of everything we do, are committed to protecting choice and independence and adapting to our residents needs. No matter what their role, every member of staff works together to provide the best possible support for our residents. We're seeking an experienced and committed care professional to become a Cook at Neville Williams House, Selly Park Birmingham.

Job overview: to assist in the organising and producing quality food, whilst maintaining the highest standards of cleanliness and hygiene.

To be a champion of a person centred approach for the preparation of meals and beverages for our residents, ensuring that the dietary needs of all of our residents are met and that residents and visitors to the home are treated with dignity and respect.

Responsibilities

Responsible to the head cook:

- To have an understanding of H.A.C.C.P, to ensure that all H.A.C.C.P documentation is completed and signed by the appropriate members of staff.
- To have an understanding of Safer Food Better Business Guide requirement and documentation, and to maintain accurate and up to date records in respect of this.
- To be responsible for the maintenance of all kitchen equipment ensuring that any faulty equipment is reported to Chef / General Manager / Maintenance Operative at the earliest opportunity for the duration of your shift
- To assist the Chef in the provision of a varied, balanced and nutritious diet, taking into consideration cultural and religious needs
- To ensure that you are aware of all emergency procedures within the kitchen in relation to gas / electrical shut of points, health & safety and first aid
- To ensure a safe working knowledge relating to all allergens, and food / fluid allergy information, ensuring that the Chef is made aware.
- To implement and adhere to all aspects of kitchen control e.g menus, hygiene, health & safety, cleaning and waste control
- To ensure that the kitchen areas are cleaned to a high standard and that the

Hiring organization
BCOP

Employment Type
Part-time

Beginning of employment
February/March 2025

Industry
Hospitality, care home

Job Location
8-14 Greenland Road, B29 7PP,
Birmingham, West Midlands

Working Hours
22

Base Salary
£ 12.00 - £ 12.00

Date posted
3rd January 2025

Valid through
29.01.2025

daily cleaning schedule is maintained and updated.

- To wear the appropriate clothing when working in the kitchen or serving meals to the residents (issued uniform)
- To assist with the checking in and safe storage of all food stock deliveries
- To maintain the agreed stock levels of all food
- To carry out a monthly stock take, and to investigate and report any anomalies.
- To assist with the serving of meals, the collection, cleaning and distribution of crockery and equipment, and that the overall pre- and post-meal service of the dining areas remain of a high standard.

General requirements:

- To adhere to all BCOP policies and procedures
- To promote the organisation in a positive and professional manner at all times
- To promote safe working practices at all times
- To promote and uphold the BCOP Values at all times
- To at all times remain a professional ambassador for the organisation
- To uphold and maintain BCOP confidentiality Policy / GDPR at all times
- To be flexible in your approach to working duties / rota, providing additional cover for absence when required
- To liaise with other catering staff to ensure continuity of operation in the kitchen on a day to day basis, including organising shift cover where appropriate
- To have an innovative approach to working duties, and to share ideas for improvements within the team
- Any other duties commensurate with the responsibilities of the role

The above is an indication of the main areas of responsibility of the post holder. It is not an exhaustive list of duties which may be required from time to time.

This job description may be changed to meet the needs of the Home and the residents.

This post is subject to satisfactory enhanced disclosure.

Qualifications

This role would suit a self-motivated and organised candidate, an active team member who is able to work on their own initiative. The ideal candidate will have a Nutrition qualification and Food and Hygiene qualification.

What you need to succeed in this role:

- Able to communicate with older people
- A good communicator
- Professional personal appearance and conduct
- Flexible

All staff are required to respect the confidentiality of all matters they might learn in the course of their employment.

Job Benefits

As well as a competitive salary other benefits of working for BCOP include:

- Free on site car parking, with good links to public transport network
- 24 days annual leave plus bank holidays. Increasing to 29 days after 5 years' service (pro-rata for part time employees)
- Free health insurance
- Free Life Assurance scheme
- Workplace pension
- Flexible on site working

Contacts

How to apply

Please click on the 'Apply now' button on the right hand side of this page.

Add your contact details.

Upload for your CV and a covering letter (of no more than two pages) outlining how you meet the requirements of the role.

You can [download the full job description here](#)

We look forward to receiving your application.

If you have any further questions please email HR1@bcop.org.uk.