

<i>Job Description</i>		
<i>Title</i>	<i>Department Environment & Resources</i>	<i>Post Ref C&FM</i>
Cook One Tier 7 front line (Grade 1 – SCP 4 to 8)		
Job Purpose To assist the unit manager/cook supervisor in the preparation, cooking and serving of the school meal, moving to units as required to support the needs of the business.		
Key Responsibilities - Assisting in the general duties involved in the production and service of the school meal. - Assisting in the cleaning and preparation of the dining area, including the moving of furniture where required. - To maintain hygiene and safety regulations for yourself and the kitchen. - To assist with any other catering requirements of the school other than the school meal.		Key Accountabilities - To assist in the preparation and cooking of the school meal. - To have an understanding of and commitment to the County Council's Equal Opportunities Policy. - This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you.

The post holder will perform any duty or task that is appropriate for the role described.		
Person Specification		
Education and Knowledge	Personal Skills and General Competencies	
• Basic Food Hygiene certificate. • Basic numeracy. • Basic literacy. • Knowledge of hygiene regulations, management of health & safety. and nutritional food standards •	• Puts into practice the Council's commitment to excellent customer care. • Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. • Works well with colleagues but also able to work on their own initiative. • Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.	
Experience		
• Friendly and helpful disposition. • A high level of personal cleanliness. • Ability to work effectively within a team. • Willingness to undertake training. • Physically able to arrange dining room facilities when required.		
Role Dimensions		
• Direct reports – none.		