



| <b>Job Description</b>   |   |                        |
|--|---|------------------------|
| <b><u>Title</u></b>  | <b><u>Department</u></b>  | <b><u>Post Ref</u></b> |
| <b>Cook One</b><br><b>Tier 7 front line (Grade 1 – SCP 6 to 8)</b>   | <b>Place</b>  | <b>C&amp;FM</b>        |
| <b>Job Purpose</b><br>To assist the Chef Manager/School Chef in the preparation, cooking and serving of the school meal, moving to units as required to support the needs of the business.   |   |                        |
| <b>Key Responsibilities</b> <ul style="list-style-type: none"><li>• Assisting in the general duties involved in the production and service of the school meal.</li><li>• Assisting in the cleaning and preparation of the dining area, including the moving of furniture where required.</li><li>• To maintain hygiene and safety regulations for yourself and the kitchen.</li><li>• To assist with any other catering requirements of the school other than the school meal.</li></ul> | <b>Key Accountabilities</b> <ul style="list-style-type: none"><li>• To assist in the preparation and cooking of the school meal.</li><li>• To have an understanding of and commitment to the County Council's Equal Opportunities Policy.</li><li>• 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.</li></ul> |                        |

The post holder will perform any duty or task that is appropriate for the role described.

***Person Specification***

***Education and Knowledge***

- Basic Food Hygiene certificate.
- Basic numeracy.
- Basic literacy.
- Knowledge of hygiene regulations, management of health & safety. and nutritional food standards

***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.

***Personal Skills and General Competencies***

- 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.

***Role Dimensions***

- Direct reports – none.