



Title	Department	Post Ref.
<i>Production Cook</i>	County Enterprise Foods Meals at Home Place Department	
Job Purpose To work as part of a team. To cook and prepare foodstuffs		
Key Responsibilities 1. Prepare and cook food items as directed and in accordance with standard recipes. 2. Assist in the correct storage & chilling of food in accordance with instructions. 3. To clean as directed kitchen equipment, work surfaces, storage facilities and any associated areas. 4. To receive and check deliveries for quality and quantity and action according to instruction. 5. To follow all quality control procedures and complete any documentation as necessary. 6. To report equipment defects and any other problems arising in the course of normal work. 7. To assist in maintaining the highest standards of cleanliness and hygiene throughout the production unit. 8. To contribute to COSHH and risk assessments allied to the use of chemicals, associated equipment and activity and comply with all resulting instructions and procedures. 9. To carry out all duties and responsibilities with a can do attitude.		Key Accountabilities 1. For the accuracy of work undertaken. 2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance. 3. Work efficiently and effectively to support operational services
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge 1. Literacy & Numeracy skills. 2. Food Hygiene certificate or appropriate experience	3. Puts into practice the Council's commitment to excellent customer care and the ability to set an example for other staff. 4. Works efficiently, and effectively and actively looks for improvements and outcomes for customers. 5. Works well with colleagues but is also capable of working on their own initiative. 6. Shares the Council's commitment to providing a safe environment for customers & staff and treating all with respect and consideration.
Experience 7. Experience of working as part of a team. 8. Experience of working in a food environment. 9. Health & Safety	
Role Dimensions 1. The post works as part of a team to produce chilled & frozen meals. 2. This post does not manage staff. 3. This post has no responsibility for Financial Regulations.	
<i>Please attach a structure chart</i>	

Date February 22