Nottinghamshire County Council

Title **Cook One**	*Department* **Place**	*Post Ref.*

Job Purpose

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.

Key Responsibilities

1. Assisting in the general duties involved in the production and service of the school meal.
2. Assisting in the cleaning and preparation of the dining area, including the moving of furniture where required.
3. To maintain hygiene and safety regulations for yourself and the kitchen.
4. To assist with any other catering requirements of the school other than the school meal.

Key Accountabilities

1. To assist in the preparation and cooking of the school meal.
2. To have an understanding of and commitment to the County Council's Equal Opportunities Policy.
3. 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

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

Experience

9. Friendly and helpful disposition.
10. A high level of personal cleanliness.
11. Ability to work effectively within a team.
12. Willingness to undertake training.
13. Physically able to arrange dining room facilities when required.

Personal skills and general competencies

5. Puts into practice the Council's commitment to excellent customer care.
6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
7. Works well with colleagues but also able to work on their own initiative.
8. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration

Role Dimensions

14. Direct reports - none

Please attach a structure chart

Date