

<b>Title</b> Cook	<b>Department</b> Children, Families and Cultural Services	<b>Post Ref.</b>
<b>Job Purpose</b> Responsibility for all catering services within the establishment for children, young people, staff and visitors. To plan menus and order provisions within the budget allocation available and monitor expenditure.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To ensure that menus are adhered too, the food is of good quality and quantity, is presented attractively and served at the appropriate time in appropriate portion sizes.</li> <li>2. Responsibility for maintaining a high standard of cleanliness in the kitchen and ensuring good hygiene practices are observed by all staff or anyone else who uses the facility.</li> <li>3. To ensure deliveries are checked for quality and quantity and to take appropriate action if problems arise with suppliers. Equipment to the attention of the Registered Care Manager and ensure that appropriate action is taken to effect repairs.</li> <li>4. To ensure that the requirements of the Health and Safety at Work Act (1974) are complied with and staff members or others using the kitchen are given adequate instruction in safety procedures.</li> <li>5. Responsibility for the security of the kitchen and food storage areas, including maintenance of adequate stock control records.</li> <li>6. To clean kitchen equipment, working surfaces and storage facilities</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Understands and puts into practice the Council's commitment to excellent customer service.</li> <li>2. Sets a positive example by using resources efficiently in line with priorities and correcting inefficient practices.</li> <li>3. Builds positive personal relationships with customers, with colleagues and partners acting as a model both in terms of listening and explaining especially to resolve ambiguity.</li> <li>4. Bounces ideas off colleagues and peers, seeking input and constructive challenge.</li> <li>5. Supports front line staff to adapt ways of working in a changing environment.</li> <li>6. Develops awareness of new practice in their profession and developments within the Council.</li> <li>7. Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality.</li> <li>8. Challenges inappropriate behaviour.</li> </ol>	

<p>7. To assist in COSHH and Risk Assessments allied to the use of chemicals, equipment and activity and comply with resulting directions.</p> <p>8. To adhere to cleaning schedules/instructions and ensure high standards of quality in all work undertaken</p>	<p>9. Exemplifies safe working in line with health and safety and safeguarding protocols and procedures.</p> <p>10. Exemplifies a considered and professional approach to the management of risk, showing understanding of the risk management system</p>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. General standard of education</li> <li>2. Knowledge of Health and Safety.</li> <li>3. Basic food hygiene certificate.</li> <li>4. Knowledge of responsibilities under the Food Safety Act and associated legislation in relation to personal, food and kitchen hygiene.</li> <li>5. Knowledge of issues in relation to healthy eating.</li> <li>6. Understanding of Equal Opportunities and a commitment to the County Council's Policy.</li> <li>7. To understand the rights and be sensitive to the needs of young people, including confidentiality.</li> <li>8. Willing to undertake further training and developments as required to meet the needs of the unit.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>9. Ability to provide a balanced diet of good quality meals with choices to meet the dietary needs of a diverse group of young people and staff.</li> <li>10. Ability to undertake all job related cooking, administrative and domestic tasks.</li> <li>11. Puts into practice the Council's commitment to excellent customer care.</li> <li>12. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>13. Works well with colleagues but also able to work on their own initiative.</li> <li>14. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>15. Appropriate experience in cooking for similar numbers at or in catering.</li> <li>16. Experience of planning menus and food purchasing at home or in catering within a set budget.</li> </ol>	
<p><b>Role Dimensions</b></p> <p>To provide healthy and nutritious food that meets the dietary needs of the young people and to work within a set budget.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date