

| <b><i>Job Description</i></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><i>Job Purpose</i></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><i>Key Responsibilities</i></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><i>Key Accountabilities</i></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.