



JOB DESCRIPTION

JOB TITLE: Cook 1

DEPARTMENT: Environment, Transport and Operations

GRADE: Band 1 (Points 6 – 10)

DIRECTLY RESPONSIBLE TO: Corporate Director –Environment Transport and Operations and / or a designated representative (Catering Operations Managers)

DIRECTLY RESPONSIBLE FOR:

Main Purpose of the Job:

To undertake under the general direction of a more senior Cook, the preparation, simple cooking and serving of food.

Main Duties:

The duties will include :-

- (i) Basic preparation of food and beverages (for example preparation of vegetables and snacks).
- (ii) Simple cooking in accordance with menus.
- (iii) Transporting and serving of meals.
- (i) General kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables).
- (iv) Cleaning of the kitchen, surrounds and equipment.
- (v) To attend all appropriate training.
- (vi) Deputising for higher grades during periods of absence for which the appropriate rate of pay will apply

All duties must be carried out to comply with :-

- (i) The Health and Safety at Work Act
- (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements including the Food Safety (General Hygiene) Regulations 1995.
- (iii) Nationally agreed Codes of Practice which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.
All necessary paperwork must be completed.
Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Safeguarding Children

Children & Young People's Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Level 2 in Food Safety or willingness to obtain this qualification within 6 months of starting in post	A /I/C
2. Experience	
Experience of similar work	A/I
3. Knowledge	
Awareness of health and safety issues relating to catering equipment	A/I
4. Skills & Abilities	
Good communication skills	A/I
Ability to work as part of a team	A/I
Flexible approach to work	A/I
Ability to follow instructions with minimal supervision	A/I
5. Special Working Conditions	
You will be required to wear protective clothing as issued You will be required to adhere to the no smoking policy	To be discussed at interview

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Minimum of NVQ level 2 in professional cookery	A/I/C
Catering training	A/I
2. Experience	
Current/recent experience in commercial catering or food production background	A/I
3. Knowledge	
Level 3 in Food Safety	A/I/C
4. Skills & Abilities	
Empathy with children	A/I
5. Special Working Conditions	

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: Jan 2010
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