

ASSISTANT COOK

Reference No.	JCR1463	Type	Generic
Service	Facilities Management		
Job Family	Technical 2	Grade	FCLW

Purpose

Duties will include preparation of food and beverages and the organisation of the service of food. Duties may include transporting and serving of meals, general kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables), and cleaning of the kitchen, its surround and equipment. Completion of basic bookwork may be required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Preparing food and beverages, cooking meals in accordance with menus.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

City and Guilds 706 1 or 2 or equivalent

✓

Understanding dietary and nutritional needs (Deliver results - See 'How We Work Matter' Framework)

✓

Cooking experience in a relevant environment

✓

Elementary food hygiene certificate (Embrace technology and information)

✓

Intermediate food hygiene certificate

✓

Organisational skills

✓

Initiative taking skills (Take ownership)

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Organisation of food service.	Team working skills (Work together) Customer care skills (Focus on customer) Prioritisation skills Ability to provide a regular and effective service	✓ ✓ ✓ ✓	
General kitchen and dining room duties (for example washing up, setting up and cleaning/clearing away equipment and tables, kitchen, and its surround).	Communication skills Understanding of HACCP procedures Manual handling awareness People management skills	✓ ✓ 	 ✓ ✓
Contributing to the control of hygiene, health and safety, security of the kitchen and its surrounds, ensuring equipment is maintained properly.	Understanding Health and Safety requirements	✓	
Completing required paperwork including electronic returns.	Literacy skills Costing experience IT skills	✓ 	 ✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Before confirming appointment: you may be required to have a PVG or Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results