



Role Profile

COOK/HOUSEKEEPER			
Reference No.	KKK789	Type	Individual
Service	Children and Families		
Job Family	Technical	Grade	FC3

Purpose
To lead in meal preparation and promotion of homely and safe environment for a small community based children residential resource.

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
Ensure that food is well prepared and cooked and that meals are well presented, varied and nutritious – all food handling must follow good hygiene practice.	Experience of working in a catering environment (Deliver Results – See How We Work Matters Framework)	✓	
Contribute to menu planning, portion control, stock rotation and special dietary meals where appropriate – control of hygiene and other Health and Safety issues within the kitchen.	Ability to provide a regular and effective service Understanding dietary and nutritional needs	✓	
Ensuring high standards of hygiene and operational practises are followed, in compliance with Health & Safety, COSHH and Food Safety Regulations.	Elementary Food Hygiene Certificate or similar qualification	✓	

E = Essential Criteria D = Desirable Criteria

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Actively promote a healthy physical environment through high standards of hygiene within the house.	Team Working skills (Work together)	✓	
Contribute to good communication, respecting all aspects of confidentiality.	Awareness of Data Protection and GDPR as they relate to personal information	✓	
Comply with Health and Safety regulations.	Awareness of Health & Safety and manual handling requirements.	✓	
Operate within parameters of service procedures, e.g. finance (control of budget)	Literacy and numeracy skills	✓	
Promote feelings of safety and security for the young people by providing a warm, caring environment	Experience and ability to work with a range of people with differing needs, in a changing and demanding environment (Take ownership)	✓	
Ensure that young people have the opportunity to express their views regarding the running of their home. They should also have access to snack food in the kitchen.	Communication skills (Focus on Customers)	✓	
Attend staff meetings and any other relevant meetings and contribute constructively to the development of the Service.	Team working		✓
Identify areas of self-development through the system of supervision and attendance at training programmes that will ultimately lead to personal and professional growth. Undertake training relevant to the service provision and requirements			
Ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with council policies and procedures.	Experience of keeping records (Embrace technology)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a 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