



Role Profile

COOK			
Reference No.	I610.01	Type	Individual
Service	Health and Social Care, Adult Services (Resources)		
Job Family	Technical	Grade	FC3

Purpose
Managing the day to day operational requirements of Broad Street Respite kitchen, including the food preparation and serving of all foods and the cleaning, maintenance and checking of equipment.

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
Ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with council policies and procedures.	Experience of working in a catering environment (Deliver Results – See How We Work Matters Framework) Ability to provide a regular and effective service	✓ ✓	
Preparing and cooking food for people with dietary and nutritional needs.	Understanding dietary and nutritional needs	✓	
Ensuring high standards of hygiene and operational practises are carried out in compliance with Health & Safety, COSHH and Food Safety Regulations.	Elementary Food Hygiene Certificate or similar qualification	✓	
Managing the maintenance of food stocks, storage and rotation.	Team Working skills(Work together) Manual Handling Awareness	✓ ✓	
Managing the purchasing of food supplies including the use of Councils e procurement system.	Organisational skills and ability to work on your own	✓	

E = Essential Criteria D = Desirable Criteria

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Carrying out general kitchen duties setting up and clearing away equipment. Cleaning of the kitchen and surrounding area including crockery and cooking utensils.	Understanding of HACCP procedures		✓
Planning weekly menu which needs to accommodate allergies and specific dietary needs as required by customers.	Literacy and numeracy skills	✓	
	Experience and ability to work in a changing and demanding environment (Take ownership)	✓	
Preparing and cooking meals according to the menu.	Communication skills	✓	
Ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.	Experience of working with a range of people including those with physical and learning disabilities (Focus on customers)		✓
Ensuring that the service provided is appropriate and meeting customer expectations and needs	Understanding of Health & Safety within the working environment	✓	
Maintaining records as required including temperature controls.	Experience of keeping records (Embrace technology and information)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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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 checked="" type="checkbox"/>	

Additional Information – the following information is available:

- 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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results