



**Northamptonshire
Children's Trust**

Job Description

Job Title: Cook

Grade: E

Location: Raven House, Corby

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

1. To be responsible for the preparation and cooking of meals
2. To be responsible for the efficient operation of the kitchen.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities

Main Accountabilities	
1	Responsible for the day-to-day preparation and cooking of meals.
2	Serving meals and beverages as appropriate.
3	Allocation of work; supervision of young people and control of preparation and cooking.
4	Responsible for ensuring that health and safety standards are met in the kitchen, including reporting shortfalls.
5	Reporting mechanical defects and need for repairs.
6	Control of kitchen laundry and linen.
7	Ensuring proper standards of cleanliness.
8	Ensuring the correct and economical use of materials and equipment.
9	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

11	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
----	---

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Essential	Desirable
	Current food hygiene certificate (gained within last 3 years) Willingness to undertake food management training.	Recognised catering qualification (ie City & Guilds).
	This post requires satisfactory clearance from the disclosure and barring service	

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Experience and Knowledge:	Previous experience of catering for groups (i.e. budgeting, menu preparation and stock control and stock rotation)	Previous experience of working in a similar caring environment.
Ability and Skills:	<p>Ability to demonstrate good general health and safety practice. Ability to manage provisions budget.</p> <p>Able to demonstrate competence in numeracy and literacy.</p> <p>Fit and able to move/lift easily. Ability to organise own and others work to meet deadlines.</p> <p>Ability to write menus and order accordingly.</p> <p>Able to work with minimum supervision.</p> <p>Able to work with a team of staff as well as with young people with emotional and behavioural difficulties.</p>	

	<p>Committed to ensuring that the young peoples' choice is taken into account and incorporated into daily menus and food preparation.</p> <p>The ability to prepare a range of foods which meet the cultural and religious needs of all. Able to work to deadlines. Able to demonstrate a clear understanding of and commitment to health and safety and a willingness to undertake training to enable implementation of procedures.</p> <p>Ability to devise a menu and cook foods which ensures a balanced and healthy diet.</p>	
Equal Opportunities:	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Disclosure Level

What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input checked="" type="checkbox"/>
Flexible	<input type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>