

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job Title- Cook

Service, Directorate – Environment, Countryside and Parks

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Accountable to:

This role is accountable to the Centre Manager. The role sits within Assets & Environment part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To assist in developing menu planning, ensuring a variety of healthy food is prepared to meet all dietary requirements of service users.
2. To work closely alongside another cook to make sure all food required is ordered in a timely manner.
3. To communicate with the groups visiting the centre and with other colleagues to ensure smooth operating processes.
4. To prepare and cook food meeting any specific dietary requirements and ensuring meals are to the required standard.
5. To inspect and clean kitchen and cooking equipment and maintain the highest levels of cleanliness.
6. To report any maintenance needs within the kitchen to ensure health and safety standards are met.
7. To carry out regular kitchen checks ensuring environmental health requirements are met.
8. To be able to work in a flexible way to suit the needs and requirements of the business.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours. Display commitment to the protection & safeguarding of children and young people.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.
11. To undertake regular cleaning duties as required to maintain the smooth running of the Centre.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Able to communicate effectively with people of all ages & abilities & backgrounds in one to one and group situations.	Essential	A, I,
Have a genuine interest in maintaining the quality of service that will be in accordance with the standards of EOLC.	Essential	A, I
Must be highly motivated & able to work as part of a small team and independently.	Essential	A, I
Be organised, enthusiastic, committed and have a methodical approach.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Awareness of healthy eating principles	Desirable	A, I
Awareness of different food groups & special dietary requirements	Essential	A, I
Has up to date relevant knowledge & guidance in relation to food prep.	Essential	A, I
Knowledge of health and safety in the workplace	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience working in a kitchen	Essential	A, I, D
Previous experience in food ordering	Desirable	A, I,

Education, training, and work qualifications:	Essential / Desirable	Measured by
Have satisfactory levels of verbal and written communication skills	Essential	A, I, D
Relevant qualification / experience in the safe preparation of food	Essential	A, I, D
Food hygiene certificate	Essential	A, I, D
First Aid qualification	Desirable	A, I, D
Must hold a UK driving licence	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	520 hours per year	Primary work base:	Everdon Outdoor Learning Centre
Job family band:	Environment, Countryside & Parks	Worker type:	Part time, permanent
Salary range:	£13.52-£13.73 per hour	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

The annualised contract means that the 520 hours are spread out across the year but there is an expectation that this role will require a min of 15/20hrs per week during our peak time (Feb –July).

A uniform is provided and should be worn at all times when on site.

This role has been identified as a fixed worker type.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

