



Northamptonshire
Children's Trust

Job Description

Job Title: Cook

POSCODE: HAY01014

Grade: E

Overall Purpose of Role

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

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	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
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	Subject	Essential/Desirable
	Current food hygiene certificate (gained within last 3 years) Willingness to undertake food management training.	Essential
	This post requires satisfactory clearance from the disclosure and barring service	Essential
	Recognised catering qualification (ie City & Guilds).	Desirable

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

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

	Committed to ensuring that the young peoples' choice is taken into account and incorporated into daily menus and food preparation.	Essential
	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.	Essential
	Ability to devise a menu and cook foods which ensures a balanced and healthy diet.	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

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"/>