# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Cook

# DEPARTMENT: Children’s Services

# LOCATION: Hailsham

# GRADE: East Sussex Single Status Grade 4

# RESPONSIBLE TO: Senior Care Officer/ Resource Officer

# Purpose of the Role:

Responsible for all activities within the kitchen and its surrounds in connection with the provision of a catering service.

# Key tasks:

1. To undertake the preparation and cooking of food in order to provide freshly cooked meals.
2. To undertake menu planning, taking into account any special dietary needs, and portion control.
3. To be responsible for ordering of stocks, maintaining supplies and control of budgets.
4. To check deliveries.
5. To be responsible for the organisation and supervision of the food service.
6. To supervise other kitchen staff e.g. allocation of duties, work rotas and training.
7. To ensure safe working systems are operated and high standards of health and safety are maintained.
8. To ensure high standards of personal and food hygiene.
9. To undertake cleaning of the kitchen and associated equipment.
10. To complete any associated paperwork.
11. Willingness to undertake any relevant training e.g. Food and Hygiene Certificate.
12. To participate in the process of Personal Development Plans and annual staff appraisal.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Cook

# GRADE: Single Status 4

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Basic numeracy and literacy skills
* Effective communication skills, e.g. liaising with colleagues
* Ability to plan and produce menus
* Ability to produce good quality, nutritious and homely meals
* Ability to plan work and manage time effectively
* Experience of being solely responsible for the preparation, serving and clearing of meals
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage  |
| * Creativity and flair for good presentation of food.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Level 3 Cooking or Chef qualification or willingness to complete Senior Chef Production Cooking or Chef de Partie (Level 3) apprenticeship which will be funded by the Council
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Professional approach to food management and food hygiene.
* Stock control and ordering to a budget.
* Recording of Health and Safety issues.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Food hygiene certificate
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Catering for up to 25 people
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Ability to maintain high standards of personal and food hygiene and Health and Safety.
* Ability to work flexibly and as part of a team.
* Awareness of the need to adhere to departmental regulations, which include those of Health and Safety and Manual Handling.
* Empathy for the needs of learning disability clients and the philosophy of the home.
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**Date (drawn up):**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |