

Redditch Borough Council

Job Description and Person Specification

Job Title: COOK

Directorate: PLANNING, REGENERATION, REGULATORY AND HOUSING SERVICES

Responsible to: MANAGER & DEPUTY OFFICER

Responsible for: PREPARATION AND SERVING OF MEALS AND GENERAL KITCHEN DUTIES

PURPOSE OF THE SERVICE:

To provide accommodation, care, support and meal services which are designed to ensure quality of life for tenants, whilst enabling them to live as independently as possible in their own homes.

PURPOSE OF THE ROLE:

To be the cook and prepare, cook and serve food and beverages to tenants and visitors attending the Luncheon club.

To maintain a high standard of cleanliness in all areas of the kitchen which meet Food Safety Standards.

KEY TASKS: SPECIFIC

KITCHEN AND DINING ROOM:

- To cater for approximately 50 meals a day, in the preparation of food and to include the preparation
- of a weekly menu choice.
- Preparation of Dining Area for service of meals and cleaning afterwards.
- To set up the service area for meals. Service of meals ensuring good food presentation.
- Washing up of crockery, cutlery and kitchen utensils, ensuring good Health and Safety, COSHH practices, Safer Food Better Business.
- To complete all checks and ensure it is recorded in compliance with Health and Safety Regulations and Safer Food Better Business.
- To report any faulty equipment to the management team.

- To serve food in the dining area or other locations in the complex, as may be required.
- To prepare food for special diets as identified by the management team.
- To order provisions, check orders and pass invoices/deliveries notes to the management team.
- To put away the provisions and ensuring rotation of stock.
- To maintain good standards of personal hygiene and kitchen hygiene.
- To maintain/comply with all Health and Safety Regulations.
- To attend appropriate training courses, as and when required.

CLEANING:

- To ensure that all elements of the cleaning of equipment and kitchen are effectively and comprehensively carried out on a daily and programmed regime to the standards prescribed e.g. floors, walls, glass, refuse areas, sanitary ware etc.
- To operate powered cleaning equipment when required.
- To be responsible for stocks of cleaning materials.
- To report defects of equipment to the Management team.

LAUNDRY:

- To ensure protective clothing or other items relevant to the scheme are properly laundered.

GENERAL DUTIES:

- To maintain professional standards of conduct, integrity, performance and personal appearance, and to be committed to the extension and improvement of professional service delivery and customer care.
- To deliver services in accordance with policies and procedures including Health and Safety, Confidentiality, Equality of Opportunity, Record Keeping.
- To ensure efficiency, effectiveness and equality in service delivery.
- To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To reflect the Council's core values and objectives in undertaking the duties of this post.

- To provide outstanding customer services to all customers, colleagues, elected Members etc in line with the “**Every Customer, Every Time – Everybody Matters**” strategy. In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.
- To understand and comply with the legal requirements of the Health and Safety at Work, etc. Act 1974 and any other relevant regulations as detailed in the Council’s Health and Safety Policy Statement.
- To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To undertake such other reasonable duties as may be requested.
- To ensure the Councils 6 strategic purposes are met:
 - ❖ Keep my place safe and looking good;
 - ❖ Help me run a successful business;
 - ❖ Help me (back) to be financially independent;
 - ❖ Help me live my life independently;
 - ❖ Help me find somewhere to live in my locality;
 - ❖ Provide good things for me to do, see, and visit;

STATEMENT:

All duties and responsibilities outlined are intended to be an indication of the scope and nature of the post, and are subject to review from time to time.

PERSON SPECIFICATION:

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

Knowledge and Experience

	Knowledge and Experience	Essential / Desirable	To Be Assessed By
1.	Experience in a catering or similar setting.	E1	1 & 2
2.	Experience of Food preparation in a catering or similar setting.	E2	1 & 2
3.	Demonstrate knowledge of high standards of kitchen cleanliness.	E3	1 & 2
4.	Sound knowledge of Health & Safety procedures in a catering environment.	E4	1 & 2

Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Hold or train towards a Basic Food Safety Level 2 Certificate within 3 months.	E5	1, 2 & 4

Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Ability to carry out lifting and carrying duties e.g. lifting catering equipment.	E6	1 & 2
2.	Able to understand and follow instructions.	D2	1 & 2
3.	Ability to maintain clear and accurate records.	D3	1 & 2
4.	Ability to work effectively as a member of a team and on own initiative.	D4	1 & 2