

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02669

**Service Area: Regulated South and Adoption –
CWD Residential Services**

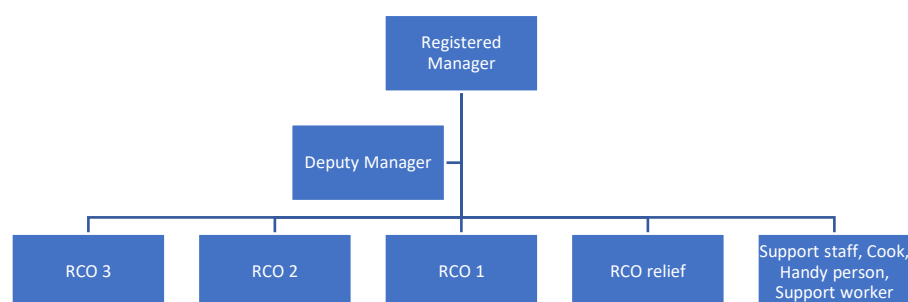
Grade: 4

Job Title: Cook

PURPOSE OF JOB:

In liaison with the staff team and the children's care plans, purchase for and prepare meals for the young people, taking into account dietary requirements such as Gluten, Dairy and Additive free meals. To maintain kitchen hygiene and comply with Health and Safety and Environmental Health legislation.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | Draw up weekly menus taking into account of special dietary needs and prepare meals taking promoting healthy eating. The post holder will be required to use initiative and source information to support menu planning and demonstrate creativity in producing a balanced range of food. |
| 2 | Purchase menu ingredients to a budget. |
| 3 | Maintain records as required. |
| 4 | Maintain food hygiene standards in compliance with current Food Safety legislation and comply with the requirements of appropriate and relevant Health and Safety legislation, taking action to minimise risk of accidents or harm to people, plant or property. The post holder is responsible for the cleanliness of the kitchen and equipment and ensuring personal use of Personal Protective Equipment. |
| 5 | Ensure all kitchen equipment and utensils are maintained and used safely. |
| 6 | Ensure adequate food stocks are maintained and rotated. |

7	To provide general dining room duties to include laying of tables, serving of meals, assisting children to make choices, clearing away and cleaning the dining room after meals.
8	To assist if required in the supervision of young people. The post holder will be in direct contact with young people who may display challenging behaviour whilst carrying out duties.
9	To work a flexible shift pattern to meet the needs of the service
10	<p>Work environment:</p> <p>The post holder is required to produce meals at agreed times and may be required to change menus at short notice.</p> <p>Normal physical requirements undertaken whilst cooking, washing, stock rotation, putting away shopping are involved in this post, including bending, lifting, pushing and twisting.</p> <p>The post holder may be exposed to bodily fluids whilst undertaking cleaning duties and may be exposed to other unpleasant conditions.</p> <p>The post holder may be exposed to challenging behaviour by the young people using the service and may be asked to assist in the management of this.</p>

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge of special dietary Requirements	I		X
Experience in a catering role	A		X
NVQ2 in Food Hygiene	A		X
Experience of working in a team	A		X
Experience of working with vulnerable people	A		X
Knowledge and understanding of health and safety	I		X
DBS enhanced clearance will be required before commencing on post.			
Organization skills	I		X
Meal planning skills	I		X
"In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post"	A/I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.