

Role Profile

Role Profile Created: 15th April 2019

Post Title:	Cook
Grade:	4

ROLE DEFINITION

To prepare and serve meals, providing a quality catering service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- To undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- To undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Food preparation.
- Cooking and food presentation.
- Service of food and beverages.
- Cash handling and till operation.
- Complete and maintain relevant paperwork.
- General catering and specific cleaning duties associated within a catering facility.
- May be required to assist in the organisation and supervision of the catering facility.
- Operate within the current Health and Safety legislation ensuring safe working practice by adhering to the Council's Health and Safety Policy.
- Operate within Food Safety and Nutrition Guidelines.

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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> Elementary REHIS, or equivalent Elementary Food & Health, or equivalent 	<ul style="list-style-type: none"> 706/1, 706/2 or SVQ Level 2 in Catering or equivalent Intermediate REHIS, or equivalent 	<ul style="list-style-type: none"> Application Form Interview
Experience	<ul style="list-style-type: none"> Experience in similar capacity 	<ul style="list-style-type: none"> People Management Transported Meals Function Catering 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge	<ul style="list-style-type: none"> HACCP (Food Safety) Nutrition knowledge Health & Safety knowledge 		<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> Ability to bake and cook 	<ul style="list-style-type: none"> Supervisory skills 	<ul style="list-style-type: none"> Application Form References Interview
Other	<ul style="list-style-type: none"> Able to undertake training as required 	<ul style="list-style-type: none"> Able to work additional hours Ability to help with catering functions UK Driving Licence 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
	<ul style="list-style-type: none"> Provide excellent customer services. Meet and where possible exceed the expectations of internal and external customers.

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<p style="text-align: center;">Focus.</p> <p><i>we</i> put our customers first <i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> • Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these. • Know how the work we do fits into the overall performance of the Council.
<p style="text-align: center;">Passion.</p> <p><i>we</i> take pride in the jobs we do <i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance. • Reflect on the work we do and consider how it could be improved. • Have a positive impact on the lives of our customers and their communities. • Push the boundaries to help our customers and communities realise their potential.
<p style="text-align: center;">Inspiration.</p> <p><i>we</i> all look for better ways to deliver our services <i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money. • Embrace change with enthusiasm and creative ideas. • Work together and creatively produce the best outcomes for our customers and communities. • Plan all activities with the end goal in mind.