

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Cook	<b>Director/Service/Sector</b> Adult Services		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b>		JE ref: 1980 HRMS ref:
<b>Responsible to:</b>	<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> To assist Manager in the provision of, (or provide, in smaller establishments), Catering Services in a range of County Council or other contracted establishments.			
<b>Resources</b>	Staff	Small number of catering assistants	
	Finance	Shared responsibility for the collection and security of monies relating to the service including till or cashless operation	
	Physical	Shared responsibility for the careful use of equipment	
	Clients	To Provide a catering service to internal or external clients	
<p><b>Duties and key result areas:</b> Carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior manager, these include, but are not restricted to:-</p> <ul style="list-style-type: none"> <li>Direct the work of a small team</li> <li>Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.</li> <li>Packing of meals for transport to other locations where appropriate.</li> <li>Transportation of meals and goods between kitchen and service points throughout the site as necessary.</li> <li>Control of an area of the servery</li> <li>Washing up, setting up and clearing away equipment and tables</li> <li>Cleaning of the kitchen, surrounding area and equipment.</li> <li>Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the catering manager</li> <li>Order goods within agreed budget.</li> <li>Assisting with the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.</li> <li>Contribute to the catering provision at special event as required.</li> <li>Ensure equipment is fit for purpose and properly maintained.</li> <li>Assisting with the operation of vending services where necessary.</li> <li>Assist management to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.</li> <li>Operational control of the kitchen.</li> <li>Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times</li> <li>Checking the kitchen at the end of the day.</li> <li>Attend training as and when required.</li> <li>May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.</li> </ul> <p>Other duties appropriate to the nature, level and grade of the post</p>			
<b>Work Arrangements</b>			
Transport requirements:	None		
Working patterns:	Normally \Monday to Saturday with occasional need for evening and weekend work		

Working conditions:	A commercial kitchen
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**PERSON SPECIFICATION**

<b>Post Title:</b> Cook	<b>Director/Service/Sector:</b> Adult Services	Ref: 1980
<b>Essential</b>	<b>Desirable</b>	<b>Asses s by</b>
<b>Knowledge and Qualifications</b>		
Basic food hygiene certificate Knowledge of the full range of tasks together with the operation of associated tools and equipment. Knowledge of Health and Safety legislation relating to a catering environment. Trained in Manual Handling.	Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking. Intermediate Food Hygiene Certificate	
<b>Experience</b>		
Relevant experience of working in a catering environment to include food preparation and cooking.	Cooking experience in catering establishment or café Experience in meeting work related targets. Experience in managing a team. Experience of completing paperwork and administration tasks.	
<b>Skills and competencies</b>		
Manual skills associated with food preparation and cooking. Basic numeracy and literacy skills Physical skills related to the work Customer care skills A commitment to undertake job related training and personal development.	Ability to organise self and to work without supervision	
<b>Physical, mental and emotional demands</b>		
Regular need to lift and carry items of a moderate weight Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed Post holder may sometimes be required to undertake duties of lower graded staff.	None	
<b>Other</b>		
	Driving licence Access to motor vehicle for your own use	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits