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| **Job Description** | |
| **Post title** | Cook |
| **JE Reference No** | A4614 |
| **Grade** | Grade 2 |
| **Service** | Children and Young People’s Service |
| **Service Area** | Education and Skills; Professional Support & Development |
| **Reporting to** | Reports to the Nursery Manager. |
| **Location** | Your normal place of work will be the Louisa Centre Nursery, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is not eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Ensuring the provision of well-balanced nutritious meals within the centre, taking into consideration individual diets and requirements of children.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To provide a nutritious, well balanced diet for each child in accordance with their individual needs or their parents’ wishes;
* To plan and draw up suitable menus for children and staff in conjunction with the manager taking into consideration breakfast, lunch and tea as required;
* To ensure duties are carried out in accordance with the requirements of the Basic Food Hygiene Manual;
* To be aware of all Health and safety procedures and policies;
* To ensure that any persons within the kitchen environment conduct themselves in accordance with the Health and Safety codes of practice at all times;
* The safe and hygienic cleaning and care at all times of all utensils, equipment, and fittings and surrounding within the kitchen at the centre;
* To monitor and rotate all food supplies and cleaning materials;
* To keep stock lists and record all breakages and replacements;
* To work as a member of the team;
* To treat all information on work related matters as confidential;
* To attend staff meetings and training sessions as required;
* To fill out requisition forms and place orders in conjunction with the manager;
* The laundering of personal protective clothing, which will be provided in order to carry out daily duties;
* To arrange a convenient time with the Manager to do any weekly shopping within normal set hours;

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Basic Food Hygiene Certificate; | * Current First Aid Certificate; * Health & Safety Certificate; * Cookery Certificate; * Manual Handling Certificate; |
| Experience | * Experience within a similar job | * Experience within a Childcare Setting preparing meals for children and adults; |
| Skills & Knowledge | * Communication skills; * Team worker; | * Knowledge of COSHH; |
| Personal Qualities | * Health & Safety Codes of Practice; |  |