

### CHILDREN, ADULTS AND HEALTH

**PERSON SPECIFICATION**

**POST TITLE:** Head Cook

**GRADE:** Band 5

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Educational Attainment** | * Relevant Catering Qualification e.g. City & Guilds 1 & 2, NVQ 2
* Accredited recognised Basic Food Hygiene Certificate (Level 2) within 3 years
 | * Accredited recognised Food Safety Level 3 Certificate
* First Aid Certificate
* Recognised allergy awareness certificate e.g. FSA online course
 | * Application Form
* Certificates
 |
| **Work Experience** | * Previous experience of cooking / catering in a busy kitchen
* Experience of planning healthy menus and ordering catering supplies
* Experience of controlling hygiene standards and health and safety practices in an industrial kitchen environment
 | * Experience as a Head Cook in a commercial kitchen
* Catering for young people
* Experience of Oracle online payment system
* Training and Supervision of catering assistants.
 | * Application Form
* Interview
* References
 |
| **Knowledge/****Skills/****Aptitudes** | * Good verbal, written and organisational skills
* Knowledge of dietary needs
* Able to keep accurate records
* Secure understanding of HACCP principles and controls
* Excellent Customer Relationship skills
* Allergen/medical diet management experience
* Basic IT skills
 | * Awareness of COSHH
* Budget control experience
 | * Interview
* Presentation
* References
 |
| **Disposition** | * Able to work under pressure
* Able to use initiative
* Able to work as part of a team
* Flexible approach to work
* Committed to the principles of equality and diversity
* Able to plan & prioritise work and meet deadlines
 |  | * Interview
* References
 |
| Circumstances | * Able to work evenings and weekends as required
* Enhanced clearance from the Disclosure and Barring Service
 |  | * Interview
* DBS check
 |