

Directorate: Children, Young People and Education
Unit/Section: Children Short Break Service
Grade: KSB
Responsible to: Registered Manager

Purpose of the Job:

Provide an efficient catering service to children and young people, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations.

Main duties and responsibilities:

- Plan meals within nutritional and dietary guidelines, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice.
- Ensure expenditure is kept within authorised budget limits by completing weekly stock sheets for the ordering of provisions
- Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
- Ensure the security of the kitchen is maintained at all times to provide a safe working environment
- Serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
- Attend training courses as required
- Comply with Health and Safety, Fire Regulations and other County policies

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Cook*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Food Hygiene level 3 certificate
EXPERIENCE	Experience of a range of catering equipment and appliances Previous experience of working in a kitchen environment
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to assist in planning suitably nutritious meals including special dietary needs • Ability to prepare, cook and serve food which is set on a rolling menu • Ability to be flexible and identify changes to set menus in order to cater for the needs and requirements of the children and young people who access the service • Ability to use processes such as stock control and rotation to ensure minimum waste of provisions • Ability to organize the Kitchen environment. • Ability to communicate on all levels
KNOWLEDGE	<p>Health & Safety at Work Act 1974</p> <p>Awareness of Safeguarding</p> <p>Safe storage of food</p> <p>Awareness of safe handling, health, hygiene and food rotation</p> <p>Awareness of Environmental Health policy and procedures</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people</p>

	<p>that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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