

**Kent County Council**  
**Job Description: Cook**

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**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

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

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