

**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 including directing staff as appropriate, 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.
- In conjunction with the Registered Manager liaise with suppliers to ensure high standards and quality of supplies are maintained.
- 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.

|                                            | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>QUALIFICATIONS</b>                      | Food Hygiene level 2 certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>EXPERIENCE</b>                          | Experience of a range of catering equipment and appliances<br><br>Previous experience of working in a kitchen environment                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SKILLS AND ABILITIES</b>                | Ability to assist in planning suitably nutritious meals including special dietary needs<br><br>Ability to prepare, cook and serve food which is set on a rolling menu<br><br>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<br><br>Ability to use processes such as stock control and rotation to ensure minimum waste of provisions<br><br>Ability to organize the Kitchen environment.<br><br>Ability to communicate on all levels |
| <b>KNOWLEDGE</b>                           | Health & Safety at Work Act 1974<br><br>Awareness of Safeguarding<br><br>Safe storage of food<br><br>Awareness of safe handling, health, hygiene and food rotation<br><br>Awareness of Environmental Health policy and procedures                                                                                                                                                                                                                                                                                                                       |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <b>Kent Values:</b> <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</li> </ul>                                                                                                                                                                                                                                                                            |

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|  | <p>all</p> <ul style="list-style-type: none"><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:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |
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