Kent County Council
Job Description: *Cook*

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*

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 2 certificate
EXPERIENCE	Experience of a range of catering equipment and appliances Previous experience of working in a kitchen environment
SKILLS AND ABILITIES	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	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
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • 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 Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people 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