

## Kent County Council

### Job Description: Cook

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Children Short Break Service  
**Grade:** KR4  
**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.

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### 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>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Food Hygiene level 2 certificate</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of a range of catering equipment and appliances</li> <li>Previous experience of working in a kitchen environment</li> </ul>
<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>	<ul style="list-style-type: none"> <li>Health &amp; Safety at Work Act 1974</li> <li>Awareness of Safeguarding</li> <li>Safe storage of food</li> <li>Awareness of safe handling, health, hygiene and food rotation</li> <li>Awareness of Environmental Health policy and procedures</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are brave. We do the right thing, we accept and offer challenge</li> <li>We are curious to innovate and improve</li> <li>We are compassionate, understanding and respectful to all</li> <li>We are strong together by sharing knowledge</li> <li>We are all responsible for the difference we make</li> </ul>