

Job Description and Person Specification

Role: Cook



Job Description

Job Title	Cook
Grade	3
Service	Adults Social Care - Internally Provided Services
Reports to	Registered Manager and Assistant Manager
Location	Maurice Edelman House
Job Evaluation Code	X9012L



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To provide a high standard of catering in order to promote the health and well-being of service users and, as required, assist with the establishment's promotion of healthy eating initiatives.

Main Duties & Key Accountabilities

Core Knowledge

1. The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy and New Deal for Communities.
2. Responsible for the preparation, cooking and presentation of meals, including any special diets, to a standard acceptable to the Department and in accordance with the Food Hygiene Regulations.
3. Assist with the planning of menus and ordering of supplies.
4. Ensure goods received are as ordered, of expected quality and correct weight.
5. Responsible for the cleanliness of the kitchen areas and food hygiene standards.
6. Have regard for the Health and Safety at Work Regulations, when setting work practices, and ensure all accidents are notified.
7. Responsible to the head of establishment under the general supervision of senior staff and co- operate closely with them in promoting the well-being of service users.
8. Be available for any training that may be offered.
9. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External

Customers and Suppliers to Coventry City Council

Internal

Service Users and Staff of Coventry City Council

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A

Person specification

Job Evaluation Code	X9012L
Knowledge	
• Awareness that people may require different specialised dietary needs.	
• Awareness of the differing qualities of food when delivered, stored and cooked.	
• Awareness of basic hygiene regulations related to the kitchen.	
• Aware of safe practices in the kitchen.	
• Aware of the reasons for having an equal opportunities policy.	
Experience	
• Able to demonstrate the ability to cook a variety of dishes and specialised diets.	
• Able to cook for between 16 and 25 (variable) meals and be able to order and use appropriate quantities.	
• Able to communicate face to face with clients, staff and suppliers.	
• Able to present meals in an attractive way	
• Ability to deal with complaints and compliments constructively.	
• Able to plan varied menus according to the money available.	
• Able to accept responsibility for the running of the kitchen.	
• Ability and willingness to undertake training as and when necessary.	
• Able to work under own initiative	
Qualification	
• Already hold or be willing to work towards NVQ Level 2	
Special Requirements	
• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	
• Commitment to promoting a high quality of care with regard to the physical, social, and emotional needs of people with physical difficulties.	

Date Created	September 2021	Date Reviewed	12.03.2024
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