



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Assistant Cook

Job Number: Y5246D

Directorate: Community Services

Post Number:

Service: Adult Social Care

Grade: 2

Location: Eric Williams House

Job Purpose:

To assist the Cook in providing a high standard of catering in order to promote the health and well-being of clients.

Main Duties and Responsibilities:

1. Assist in the preparation, cooking and presentation of meals, including any special diets, to a standard acceptable to the department and in accordance with Food Hygiene Regulations.
2. Assist in the receipt of goods as ordered, ensuring they are of the expected quality and correct weight.
3. Responsible, in the cook's absence, for the cleanliness of the kitchen areas and the allocation of work and supervision of other staff.
4. Have regard for the Health and Safety at Work Regulations.
5. Responsible to the Head of Home, under the supervision of the Cook, in the preparation and cooking of meals.
6. Be available for any training that may be offered.
7. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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

Responsible for:

Responsible to:

Reviewed: 19 February 2002

Updated: Feb 2011



Coventry City Council

Person Specification

Vacancy Reference No:

Job Title: Assistant Cook

Job Number: Y5246D

Directorate: Community Services

Post Number: Various

Service: Adult and Older People's Social Care

Grade:

Location:

Area	Description	Criteria will be measured by:
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Knowledge:	• Awareness that people may require different diets.	Application Form/ Interview
	• Awareness of the differing qualities of food when delivered, stored and cooked.	Interview
	• Awareness of basic hygiene regulations related to the kitchen.	Application Form/ Interview
	• Aware of safe practices in the kitchen.	Application Form/ Interview
	• Aware of the reasons for having an equal opportunities policy.	Interview

Skills and Abilities:	• Able to demonstrate the ability to cook a variety of dishes.	Application Form/ Interview
	• Able to cook for between 20 and 80 people (variable) and be able to order and use appropriate qualities.	Application Form/ Interview
	• Able to communicate face to face with clients, staff and suppliers.	Interview
	• Able to present meals in an attractive way.	Application Form/ Interview
	• Able to organise own workload.	Application Form/ Interview
	• Able to meet deadlines.	Application Form/ Interview
	• Able to keep simple records, eg. food stocks.	Interview
	• Able to use own initiative when problems arise and consult with senior staff as required.	Interview

Experience:		

Educational:		

Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. 	

Reviewed: 19 February 2001

Updated: 23 May 2006