

Job Description and Person Specification

Cook / Chef – Children’s Homes

Job Details	
Grade	3
Service	Childrens & Education
Location	Broad Park House
Job Evaluation Code	X9012L

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Broad Park House is a residential short break provision for children with a learning disability and additional needs.</p> <p>The purpose of the role is to provide a high standard of catering offering a healthy cooked meal for children whilst accessing their overnight short break.</p> <p>This will take into consideration any dietary / cultural requirements individual children and carers may have whilst within the home.</p>

Key Responsibilities and Accountabilities
Being able to work evenings and weekends.
To be responsible for the preparation, cooking and presentation of meals, including any special dietary requirements, to a high standard and in accordance with the food hygiene legislation.
To ensure goods are ordered / purchased, of expected quality and correct weight.
To be responsible for the cleanliness of the kitchen.
To promote the well-being and rights of the children.

Key Relationships			
External:	Ofsted Independent Visitor Public – children’s families, friends, local community	Internal:	Registered Manager Deputy Manager Senior Childcare Workers Other service areas in Childrens Services Social Workers Finance

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • 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. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Understand why and how some people do not get fair treatment in society
Knowledge	To work in a non-discriminatory way to ensure children, their families and carers get fair treatment
Knowledge	Awareness of different dietary requirements, quality of food and basic food hygiene and safe practices whilst within the kitchen environment
Skills And Ability	To communicate effectively with children and colleagues
Skills And Ability	Ability to learn alternative methods of communication
Skills And Ability	To be aware of and promote children's choices and rights
Skills And Ability	To work within policies, procedures, instructions, and the law
Skills And Ability	Ability to cook, present and serve a variety of meals for 4 – 8 people
Skills And Ability	To promote healthy options and to take into consideration cultural and dietary needs that children may have
Skills And Ability	To order / purchase food goods and have an awareness of stock rotation
Skills And Ability	To accept responsibility for the cleanliness of the kitchen and equipment
Skills And Ability	To know what makes a team work effectively and be able to work as a reliable part of a team
Experience	Of cooking either in a working environment or for a family
Qualification	To have Literacy skills to be able to read instructions To be able to develop and implement a wide variety of healthy menus To have or be able to gain a Basic Food Hygiene Certificate
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check	<input type="checkbox"/>	Standard Check	<input type="checkbox"/>
Enhanced Check	<input type="checkbox"/>	Enhanced + barred list check	<input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:	Sharon Essex-Billings		
Job Title:	Registered Manager Residential Short Breaks	Date:	10-Apr-26