

Post:	Cook	Job Number:	
Service:	Education - Universal Services	Post Number:	1004916
Location:	Plas Dol y Moch OEC	Grade:	3

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.

Job Purpose:

To provide meals for the client groups of the residential centre in accordance with the catering policies and procedures to the standard required, including provision of special diets. To lead, organise and supervise the domestic staff.

Main Duties and Responsibilities:

- Maintain the correct procedure for receiving, processing, serving and storing of food in accordance with Food Safety regulations and COSHH.
- Undertake the duties of cook, as required in the preparation of food, cooking and serving of food and the supervision of other kitchen staff.
- Cooking a full range of meals including special dietary meals and ensuring that the required standards of presentation are achieved
- Preparation of food, beverages, production of menus where required and assisting in the maintenance of portion control.
- Ensure efficient and safe serving of food to residents.
- Supervision and organisation of domestic kitchen staff for certain aspects of the kitchen's operation as directed by the Domestic Manager
- Cleaning of the kitchen and undertaking general kitchen duties.
- Ensure hygiene, health and safety procedures are followed, ensuring completion of accident forms (reporting) and other health and safety documentation in line with Council Policy.
- Report all required repairs / defects to the Domestic Manager.
- Ordering of food and materials according to the agreed procedures, maintaining appropriate records and receiving and checking goods, undertaking basic costing.
- To undertake training as necessary to perform the duties of the post.

- To undertake all duties related to the post in a manner concordant with Coventry City Council policies.
- 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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

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

Responsible for:

Responsible to: Domestic manager

Date Reviewed:

Updated: 12/05/2022



Coventry City Council

Person Specification

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Location:	Plas Dol y Moch OEC	Grade:	3

Area	Description
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Knowledge:	• Knowledge of practical catering operations and procedures
	• Knowledge of cleaning procedures and schedule planning
	• Knowledge of Health and Safety, Food Hygiene and Personal Hygiene within a catering environment
	• Knowledge of menu planning, different and balanced diets, nutrition and portions
	• Knowledge of purchasing and stock control/rotation
	• Knowledge of the requirements for cleaning and laundry operation
	• Knowledge of customer care requirements

Skills and Abilities:	• Able to lead and supervise a team of employees, delegate & motivate,
	• Able to control and manage a catering operation and ensure that all specified duties, performance standards and legal requirements are adhered to.
	• Excellent communication skills in order to liaise with a variety of visiting guests, and other members of the Centre team, including adults, children & young people.
	• Able to adapt meals to meet the needs of individual children for medical or dietary purposes.
	• Able to undertake training, when required to do so, in Health and Safety, Food Safety, Customer Care, Manual Handling and the preparation, cooking and serving of food.
	• Able to prepare and present good quality meals for up to 90 covers.
	• Able to work flexibly, including some weekends, early mornings and evenings.
Experience:	• Working in a cooking capacity, preparing meals, placing food orders and maintaining stock control
	• Experience of maintaining health and safety and hygiene standards.
	• Leading, supervising and motivating staff.

Educational:	• Foundation Food Hygiene
	• City and Guilds 706/1 and 706/2 or relevant NVQ

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.
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Date Reviewed:

Updated: 12/05/2022