



Coventry City Council

Job Description

Post:	Cook/Chef	Job Number:	
Service:	Life Chances	Post Number:	
Location:	Broad Park House	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 a high standard of catering in order to promote the health and well being of the young people.

Main Duties and Responsibilities:

- Duties will include being able to work evenings and weekends.
- To 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.
- 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 have due regard for the Health and Safety at work regulations and ensuring all accidents are notified.
- To be available for any training offered, relevant to the job role or the clientele the home looks after.
- To promote the well being and rights of the young people.
- 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: Registered Home Manager

Date Reviewed:

Updated: July 2022



Coventry City Council

Person Specification

Post:	Cook/Chef	Job Number:	
Service:	Life Chances	Post Number:	
Location:	Broad Park House	Grade:	3

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none">• Understand why and how some people do not get fair treatment in society.• To work in a non-discriminatory way to ensure that young people, their families and staff get fair treatment• Awareness of different dietary requirements, quality of food and basic food hygiene and safe practices whilst within the kitchen environment.
-------------------	---

Skills and Abilities:	<ul style="list-style-type: none">• To communicate effectively with young people and colleagues• Ability to learn alternative methods of communication• To be aware of and promote young people's choices and rights• To work within policies, procedures, instructions and the law.• Ability to cook, present and serve a variety of meals for 4 – 8 people.• To promote healthy options and to take into consideration cultural and dietary needs that young people may have.• To order/purchase food goods and have an awareness of stock rotation• To accept responsibility for the cleanliness of the kitchen and equipment• To be able to work as a reliable part of a team• To know what makes a team work effectively.
------------------------------	---

Experience:	<ul style="list-style-type: none">• cooking either in a working environment or for a family.••
--------------------	--

Educational:	<ul style="list-style-type: none">• To have Literacy skills 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).

Date Reviewed:**Updated:** July 2022