

# Job Description and Person Specification

Role: Assistant Cook



# Job Description

<b>Job Title</b>	Assistant Cook
<b>Grade</b>	2
<b>Service</b>	Adult Social Care
<b>Reports to</b>	Team Leader
<b>Location</b>	Eric Williams House
<b>Job Evaluation Code</b>	Y5246D



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

## **Main Duties & Key Accountabilities**

### **Core Knowledge**

- 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.
- Assist in the receipt of goods as ordered, ensuring they are of the expected quality and correct weight.
- Responsible, in the cook's absence, for the cleanliness of the kitchen areas and the allocation of work and supervision of other staff.
- Have regard for the Health and Safety at Work Regulations
- Responsible to the Head of Home, under the supervision of the Cook, in the preparation and cooking of meals.
- Be available for any training that may be offered.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Catering providers Food Standards Agency NHS professionals	Service Users Health and Safety Management and Care Staff Team

## 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:

<b>Staff managed by postholder:</b>  N/A
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## Person specification

<b>Job Evaluation Code</b>	Y5246D
<b>Knowledge</b>	
Awareness that people may require different diets.	
Aware of the reasons for having an equal opportunities policy.	
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.	
<b>Experience</b>	
Experience of working in a Kitchen / catering environment is preferred.	
<b>Qualifications</b>	
Able to demonstrate the ability to cook a variety of dishes.	
Able to cook for between 20 and 80 people (variable) and be able to order and use appropriate qualities.	
Able to communicate face to face with clients, staff and suppliers.	
Able to present meals in an attractive way.	
Able to organise own workload.	
Able to meet deadlines.	
Able to keep simple records, eg. food stocks.	
Able to use own initiative when problems arise and consult with senior staff as required.	

<b>Date Created</b>	April 2023	<b>Date Reviewed</b>	
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