

# Job Description and Person Specification

Role:



## Job Description

<b>Job Title</b>	Cook /Chef
<b>Grade</b>	3
<b>Service</b>	Childrens services
<b>Reports to</b>	Sue Hollywood
<b>Location</b>	Broad park House
<b>Job Evaluation Code</b>	X9012L



## 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

Broad park House is a residential short break provision for young people with a learning disability and additional needs.

Purpose of the role is to provide a high standard of catering offering a healthy cooked meal for young people whilst accessing their overnight short break.

This will take into consideration any dietary / cultural requirements individual young people and staff may have whilst within the home.

## Main Duties & Key Accountabilities

Core Knowledge 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.

## Key relationships

External	Internal

## 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:

Staff managed by postholder:

None

## Person specification

<b>Job Evaluation Code</b>	X9012L
<b>Knowledge</b>	
Understand why and how some people do not get fair treatment in society.	
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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	
<b>Skills and Abilities</b>	
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 know what makes a team work effectively.	
To be able to work as a reliable part of a team.	

<b>Experience</b>
Cooking either in a working environment or for a family.
<b>Qualifications</b>
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,
<b>Special Requirements</b>
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)

<b>Date Created</b>	01/03/2024	<b>Date Reviewed</b>	
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