

Job Description and Person Specification



Job Description

Job Title	Relief Cook
Grade	3
Service	Outdoor Education
Reports to	Susan Thomas
Location	Plas Dol-y-Moch
Job Evaluation Code	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

Purpose of the role / Output

In a casual capacity to cover staff absence, 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 & Key Accountabilities

Core Knowledge

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.

Where necessary, 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.

Key relationships

External	Internal
External customers and suppliers	All CCC employees

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:
Domestic Assistants in some
aspects of the role

Person specification

Job Evaluation Code	X9012L
Knowledge <ul style="list-style-type: none">• Practical catering operations and procedures• Cleaning procedures and schedule planning• Health and Safety, Food Hygiene and Personal Hygiene within a catering environment• Purchasing and stock control/rotation• The requirements for cleaning and laundry operation	
Experience <ul style="list-style-type: none">• Working in a cooking capacity, preparing meals, placing food orders and maintaining stock control• Of maintaining health and safety and hygiene standards• Leading, supervising and motivating staff.	
Skills and Abilities <ul style="list-style-type: none">• 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 70 covers.• Able to work flexibly, including some weekends, early mornings and evenings	

Qualifications

- Relevant vocational qualifications
- Able to read and write clearly
- Basic numeracy skills

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 Created	February 2022	Date Reviewed	March 2024
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