



Coventry City Council

Job Description

Job Title:	Cook	Job Number:	X9012L
Service:	Internally Provided Services	Grade:	3
Location:	Maurice Edelman House		

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 service users and, as required, assist with the establishment's promotion of healthy eating initiatives.

Main Duties and Responsibilities:

1. The post holder will 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 and New Deal for Communities.
 2. Responsible for the preparation, cooking and presentation of meals, including any special diets, to a standard acceptable to the Department and in accordance with the Food Hygiene Regulations.
 3. Assist with the planning of menus and ordering of supplies.
 4. Ensure goods received are as ordered, of expected quality and correct weight.
 5. Responsible for the cleanliness of the kitchen areas and food hygiene standards.
 6. Have regard for the Health and Safety at Work Regulations, when setting work practices, and ensure all accidents are notified.
 7. Responsible to the head of establishment under the general supervision of senior staff and co-operate closely with them in promoting the well-being of service users.
 8. Be available for any training that may be offered.
 9. Any other duties and responsibilities within the range of the salary grade.
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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.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Responsible for:

Responsible to:

Date Reviewed:

Updated: September 2021



Coventry City Council

Person Specification

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Service:	Internally provided services	Grade:	3
Location:	Maurice Edelman House		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Awareness that people may require different specialised dietary needs.• 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.• Aware of the reasons for having an equal opportunities policy.
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Skills and Abilities:	<ul style="list-style-type: none">• Able to demonstrate the ability to cook a variety of dishes and specialised diets.• Able to cook for between 16 and 25 (variable) and be able to order and use appropriate quantities.• Able to communicate face to face with clients, staff and suppliers.• Able to present meals in an attractive way• Ability to deal with complaints and compliments constructively.• Able to plan varied menus according to the money available.• Able to accept responsibility for the running of the kitchen.• Ability and willingness to undertake training as and when necessary.• Able to work under own initiative
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Experience:	<ul style="list-style-type: none">•
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Educational:	<ul style="list-style-type: none">• Already hold or be willing to work towards NVQ Level 2
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Date Reviewed:

Updated: September 2021