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| 1.
 | **POST TITLE:** | **Cook** |
| 1. **2.**
 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | Grade 2Job Evaluation Ref No: A4614 |
|  | **LOCATION:** | Your normal place of work will be the Louisa Centre Nursery however you may be required to work at any council workplace within County Durham  |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** The council’s flexible working policy is not applicable to this post.

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

Reports to the Nursery Manager

1. **DESCRIPTION OF ROLE:**

Ensuring the provision of well balanced nutritious meals within the centre, taking into consideration individual diets and requirements of children.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* To provide a nutritious, well balanced diet for each child in accordance with their individual needs or their parents’ wishes.
* To plan and draw up suitable menus for children and staff in conjunction with the manager taking into consideration breakfast, lunch and tea as required.
* To ensure duties are carried out in accordance with the requirements of the Basic Food Hygiene Manual.
* To be aware of all Health and safety procedures and policies.
* To ensure that any persons within the kitchen environment conduct themselves in accordance with the Health and Safety codes of practice at all times.
* The safe and hygienic cleaning and care at all times of all utensils, equipment, and fittings and surrounding within the kitchen at the centre.
* To monitor and rotate all food supplies and cleaning materials.
* To keep stock lists and record all breakages and replacements.
* To work as a member of the team.
* To treat all information on work related matters as confidential.
* To attend staff meetings and training sessions as required.
* To fill out requisition forms and place orders in conjunction with the manager.
* The laundering of personal protective clothing, which will be provided in order to carry out daily duties.
* To arrange a convenient time with the Manager to do any weekly shopping within normal set hours.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification - Cook**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Basic Food Hygiene Certificate
 | * Current First Aid Certificate
* Health & Safety Certificate
* Cookery Certificate
* Manual Handling Certificate
 | Application formSelection ProcessPre-employment checks |
| **Experience** | * Experience within a similar job
 | * Experience within a Childcare Setting preparing meals for children and adults
 | Application formSelection ProcessPre-employment checks |
| **Skills/Knowledge** | * Communication Skills
* Team Worker
 | * Knowledge of COSHH
 | Application formSelection ProcessPre-employment checks |
| **Personal Qualities** | * Health & Safety Codes of Practice
 |  | Application formSelection ProcessPre-employment checks |
| **Other qualities** |  |  | Application formSelection ProcessPre-employment checks |