

### CHILDREN, ADULTS AND HEALTH

**PERSON SPECIFICATION**

**POST TITLE:** Head Cook

**GRADE:** Band 5

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Educational Attainment** | * Relevant Catering Qualification e.g. City & Guilds 1 & 2, NVQ 2 * Accredited recognised Basic Food Hygiene Certificate (Level 2) within 3 years | * Accredited recognised Food Safety Level 3 Certificate * First Aid Certificate * Recognised allergy awareness certificate e.g. FSA online course | * Application Form * Certificates |
| **Work Experience** | * Previous experience of cooking / catering in a busy kitchen * Experience of planning healthy menus and ordering catering supplies * Experience of controlling hygiene standards and health and safety practices in an industrial kitchen environment | * Experience as a Head Cook in a commercial kitchen * Catering for young people * Experience of Oracle online payment system * Training and Supervision of catering assistants. | * Application Form * Interview * References |
| **Knowledge/**  **Skills/**  **Aptitudes** | * Good verbal, written and organisational skills * Knowledge of dietary needs * Able to keep accurate records * Secure understanding of HACCP principles and controls * Excellent Customer Relationship skills * Allergen/medical diet management experience * Basic IT skills | * Awareness of COSHH * Budget control experience | * Interview * Presentation * References |
| **Disposition** | * Able to work under pressure * Able to use initiative * Able to work as part of a team * Flexible approach to work * Committed to the principles of equality and diversity * Able to plan & prioritise work and meet deadlines |  | * Interview * References |
| Circumstances | * Able to work evenings and weekends as required * Enhanced clearance from the Disclosure and Barring Service |  | * Interview * DBS check |