



JOB DESCRIPTION

Job Title	Cook		
Directorate	Children & Family Services		
Reporting to	Head of Hospitality		
Grade	15		
Evaluation ref:	AG0452	Job ref:	Family
Role purpose			
Ensures the delivery of suitable and appropriate meals for all clients and service users, in line with delivery needs.			
Responsibilities			
<p>Tasks all Domestic Assistants and oversees the dining area cleanliness, food service, preparation of meals. Will make sure that Domestic Assistants on their shift are following SORLS procedures for Health and Safety and Working Time.</p> <p>Controls the storage of food within prescribed guidelines, recording and dating foodstuffs as appropriate.</p> <p>Monitors and maintains the programme for high standards of kitchen and dining room cleanliness and hygiene, including the cleaning of machinery where appropriate.</p> <p>Regularly takes part in deep cleaning to ensure the highest possible standards of Health, Safety and Hygiene, tasking Domestic Assistants in support of this.</p> <p>Promotes strong provision of Customer Service, often having regular contact with all service users and stakeholders.</p> <p>Responsible for promoting the welfare of children and young people and where relevant support schools and early years settings in safeguarding children though being aware of relevant policies and procedures and understanding how to use these to ensure that children and young people are protected, and all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.</p>			
Impact			
<p>Regular contacts with the Kilve Court Management Team and administrative team, members of the domestic staff, visiting staff and students, members of the general public, tradesmen and company representatives.</p> <p>Promote the highest standards of customer care at all times, operate with integrity and ensure that all staff are treated courteously.</p>			

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Respond to customer need through the provision of high-quality services.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Knowledge of safe food storage and recording	X		
Knowledge of specialist diets and allergy control		X	
Experience			
Experience within a service industry	X		
Catering experience	X		
Experience of ordering and dealing with suppliers		X	
Experience of being a cook in charge in a similar sized kitchen		X	
Experience of working with children		X	
Qualifications / Registrations / Certifications			
Catering Qualifications		X	
Basic Food Hygiene		X	
Skills			
Ability to work safely without supervision	X		
Ability to use own initiative to deal with frequent interruptions that may require urgent attention	X		
Ability to respond to the demands of an ever-changing environment in a dynamic and customer focused manner	X		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	X		
Working Conditions			

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Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Responsibilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: June 2024