Role Profile

Job Title:	Cook	**Grade:**	5
Department:	Children's Services	**Post no:**	24014
Directorate:	Children and Adults	**Location:**	**South Acton Children's Centre**

Role reports to:	Head of Centre
Direct Reports:	none
Indirect Reports:	none

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

PURPOSE OF ROLE:

- To organise, prepare and cook a wide variety of healthy and nutritional meals and refreshments for the children, staff and visitors to the Centre.
- To keep the kitchen clean and tidy with particular regard to health and safety and food hygiene requirements.
- To ensure the proper use of the kitchen and its equipment.
- Responsible for maintaining accurate records for official inspection.

KEY ACCOUNTABILITIES:

1. To carry out food preparation, catering and cooking tasks.
2. To be responsible for planning varied menus including individual dietary requirements; to liaise with parents/carers regarding special dietary requests and arrangements for their children.
3. To manage and resolve any risk to health and/or food safety.
4. To co-ordinate the timely production, delivery and serving of meals to the children and staff.

5. To maintain high standards of cleanliness and tidiness in the kitchen and all kitchen equipment and stores.
6. To establish and implement kitchen and food policies, procedures and protocols.
7. To manage a budget.
8. To operate and maintain kitchen equipment including dishwashers, ovens.
9. To keep necessary records associated with cleaning, stock rotation routines, food, fridge and freezer temperatures and the ordering of provisions.
10. To ensure that all surfaces are safe from spillages and kitchen utensils are stored appropriately.
11. To ensure there are always adequate supplies of paper towels and soap/antibacterial gel in the kitchen.
12. To ensure kitchen equipment is kept in good order and any damage or defect is recorded and remedied immediately.
13. To order and check kitchen deliveries, ensuring the proper distribution and storage of all goods after receipt.
14. To participate in fire and evacuation drills including assisting with the evacuation of children where directed.
15. To keep up to date with current best practice regarding healthy eating for children.
16. To attend staff meetings, supervision and training as directed.
17. To know and apply the Centre's safeguarding policy and procedures and to act appropriately should areas of concern arise.
18. To ensure the Council's policies on Equality and Diversity are reflected in day to day practice and behaviour with colleagues, members of the public and external agencies, etc
19. To apply best practice in Health and Safety in the workplace in collaboration with other members of the team.
20. To undertake other tasks commensurate with the level of the post which, from time to time, may be necessary.

KEY PERFORMANCE INDICATORS:

- Low incidence of delayed mealtimes and food complaints.
- To achieve or exceed a "Good" rating for catering in customer-based surveys.
- To achieve "Good" or "Outstanding" in relevant assessment processes including Ofsted and Council-led inspections.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- Children and their families, carers
- Staff
- Visitors to the Centre

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- Postholder establishes and implements kitchen and food policies, procedures and protocols.
- Manages a budget; Orders and controls supplies and equipment.

PERSON SPECIFICATION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to relate to and interact with a range of people from diverse communities (including children and their families, staff and visitors to the Centre) and always with a friendly, courteous and helpful approach.

2. A sound knowledge of food hygiene requirements and practices and a proactive approach to managing food hygiene.

3. To have good knowledge/experience of kitchen inspections and food hygiene ratings and standards.

4. Ability to operate and monitor mechanical and electrical equipment in the kitchen.

5. Ability to work as part of a team.

6. Ability to plan menus and prepare, cook and serve fresh nutritional meals to a deadline.

7. Ability to manage a budget.

8. Ability to maintain confidentiality over matters relating to the Centre, children and their families, staff and/or visitors.

9. An understanding of health and safety legislation and regulations and a proactive approach to managing health & safety.

10. Ability to communicate effectively both orally and in writing.

11. Ability to adhere to and implement the Council's Equality and Diversity policy.

ESSENTIAL QUALIFICATION(S) AND EXPERIENCE:

12. A catering qualification or experience of preparing, cooking and serving meals for young children.

13. Level 2 / 3 Food Hygiene training certificate or willingness to obtain upon appointment.

Competency levels

The list below states the level needed in each competency for effective performance in a role.

1. Role requires a generally low level of competence. It may only require an **awareness of this competency,** or may provide experience to operate at a higher level.
2. Role requires a moderate level of competence, the ability to **cope with standard problems/common situations,** and competence at day-to-day application.
3. Role requires a high level of competence, the ability to **cope with unusual/non-standard problems and issues, and awareness of alternative options** and approaches to situations. Requires ability to guide or advise others in this area and is able to look ahead and anticipate future needs.
4. Role requires an exceptional level of competence and advanced application. Requires ability **to develop innovative approaches, stretch others' thinking and challenge them to excel** by setting exceptional standards.

Results focus: Sets and delivers stretching targets, in line with the Corporate Plan & Priorities and with Ealing's standards and procedures; seeks and takes responsibility for enhancing performance; does what is necessary to achieve the required output, rather than just performing a set of tasks. **Level 2**

Customer focus: Actively seeks to identify, understand and give priority to meeting customer needs. Acts in accordance with the needs of customers (external or internal), partners and the wider community. **Level 3**

Job expertise: Has the necessary technical and professional knowledge and expertise, and uses it effectively. The areas of job expertise required vary significantly between services and between roles. The areas required in any specific role must be discussed with individuals. **Level 3**

Communication: Uses clear language that can be understood by mixed audiences. Communicates effectively (speaking, listening, in writing and when presenting), as required. **Level 2**

Change orientation: Looks for and proposes ways to improve service and will, if necessary, challenge the status quo to produce improvement. Shows initiative, and adapts to change requirements, by continually striving to improve processes, activities, and own performance. **Level 2**

Managing self: Effectively organises self and projects as required, using Ealing systems, processes and policies. Can describe own strengths, development needs, impact and approach. Takes personal responsibility for own role and own development as a result. **Level 3**

Working in teams: Co-operates with others, by working together, supporting and influencing colleagues, and being a part of a range of teams as appropriate. Shares information with colleagues and partners to enable them to carry out their roles more effectively. **Level 3**