

**Position: - Cook**

<b>Job Title:</b>	Cook
<b>Hours:</b>	Full and part time, term time and non- term time positions, including training/meetings in the academic year.
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £11 per hour - depending on experience and qualifications.
<b>Responsible to:</b>	Manager/ Director

**Job Description:**

We are seeking for an experienced full or part time cook to work in a permanent position at our busy setting.

You must hold a full and relevant level 2 or 3 food/cookery qualification. Comply with the company's procedures relating to the Control of Substances Hazardous to Health (COSHH).

Advance health and safety and COSHH knowledge is an essential.

Rigorous compliance with COSHH legislation.

Plan menus, order stock and budget well.

You will be required to work possibly a shift pattern.

Must understand the individual dietary and medical requirements on a daily basis. Able to plan menus, prepare, cook and present a healthy and nutritious diets.

To have some experience of working in a catering environment.

**General Main Duties and Responsibilities:**

- Measuring out meal ingredients according to a recipe
- Prepping various ingredients such as meats and vegetables
- Collaborating with the Chef and colleagues to prepare meals
- Serving food and drinks to their customers and employers
- Cleaning up the kitchen space after cooking each meal and ensuring the prep area and kitchen is cleaned and sanitised at the end of the shift
- Maintaining a pantry stock record
- Rotating stock items as per established procedures
- Restocking the pantry and fridge or freezer as necessary
- Properly storing food items at appropriate temperatures
- Ordering new ingredients as required

**Cook – Personal Specification:**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Level 2 or 3 food/cookery qualifications</li> <li>• Control of Substances Hazardous to Health (COSHH) certificates</li> <li>• 1 year minimum catering experience</li> </ul>	Various catering experience
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Must comply with the settings procedures relating to the Control of Substances Hazardous to Health</li> </ul>	Willingness to contribute to whole settings development

	<p>(COSHH).</p> <ul style="list-style-type: none"> <li>• Must understand the individual dietary and medical requirements on a daily basis.</li> <li>• To ensure responsibility for the effective daily management of the setting's setting manager</li> <li>• To have a sound knowledge of all setting policies &amp; procedures</li> <li>• To support the Manager to ensure that safeguarding procedures are followed in line with Local Authority and setting policies and procedures</li> <li>• To keep accurate records of supplies, stocks and order as needed within the settings budget requirements</li> <li>• This role requires working in collaboration with others and taking responsibility for working in line with regulatory requirements and settings policies and procedures to develop the strength and reputation of the setting</li> <li>• To keep the kitchen a clean and safe environment and responsible and lead on any inspections relating to the kitchen area for the environmental health</li> <li>• To model professional behaviour and language at all times</li> <li>• To maintain a high standard of cleanliness and food hygiene requirements for fire, safety, health and hygiene paperwork is completed</li> <li>• To respond appropriately to issues regarding confidentiality; for example, being aware of personal information regarding all staff and children</li> <li>• Support with other activities at the setting e.g. BBQ's, fetes, staff meetings, cookery clubs as and when requested to meet the settings needs</li> <li>• Commitment to personal welfare and safeguarding of everyone.</li> <li>• Supported with continue professional training</li> <li>• Record any accidents or incidents and report to line manager</li> <li>• A full enhanced DBS disclosure will be obtained prior your employment and employment offered subject to satisfactory referencing</li> </ul>	
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<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• An excellent attendance and punctuality record</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> <li>• Work in a team Professional at all times</li> <li>• Good written and oral communication skills</li> <li>• Enthusiastic and positive, approachable, accessible and flexible</li> <li>• Ability to plan time and organise work effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and commitment to equal opportunities issues</li> <li>• Commitment to inclusion</li> <li>• Brings personal interests and enthusiasm to the setting community</li> </ul>

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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