

ROLE PROFILE

Role Profile			
Job Title	Cook		
Section	Estates	Department	Business Support
Reports to (Job Title)	Kitchen Manager		
Location	ACE Tiverton		

Job Purpose	<p>To support the production of fresh food in a hygienic environment and provide customer satisfaction at all times within all aspects. The post holder will have direct contact with our young people on a daily basis preparing, cooking and delivering fresh food at mealtimes.</p>
Key Competencies and Output	<p>Carry out the preparation, production, and the delivery of fresh food, including special dietary requirements, at mealtimes to children and staff.</p> <p>Provide meals to our WRAP bases via taxi delivery.</p> <p>Work within the legislation of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and 1995 and the Education and Inspections Act – Nutritional Standards for School Lunches 2006.</p> <p>Responsible for basic bookkeeping, ordering a limited range of provisions, stock and stock control procedures in respect of the kitchen.</p> <p>Assist with this at other locations if required.</p> <p>Ensure the working environment is safe and clean at all times.</p> <p>Promote the school meals service.</p> <p>Adhere to procedures for the repair and maintenance of heavy catering equipment.</p> <p>Responsible for food hygiene at all times, keeping accurate records at all times. Support in deep clean of kitchen working areas (additional hours if necessary).</p> <p>Undertake cleaning duties, food temperature testing and appropriate health and safety whilst keeping accurate records.</p> <p>Provide guidance to Kitchen Assistant, ensuring they carry out the jobs required Undertake other duties appropriate to the grade of the post and as directed by line manager.</p> <p>Be conversant with Microsoft Outlook, Word and Excel.</p> <p>Attend training courses as required.</p> <p>Deal with customer queries or requests in a polite and efficient manner.</p> <p>Occasionally, to assist with special functions at the school which may be outside of normal hours.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
Experience, Knowledge, Skills and Qualifications	<p>Essential:</p> <p>Previous catering experience within a working environment.</p>

	<p>Experience in the preparation and production of food in a safe and hygienic environment.</p> <p>Certificate in Basic Food Hygiene.</p> <p>Knowledge of Food Hygiene regulations.</p> <p>Knowledge of Health and Safety, HACCP, COSHH.</p> <p>Understanding and experience of the operation of various types of kitchen equipment.</p> <p>Level 2/A* - C GCSE equivalent in literacy and numeracy (for ordering stocks and supplies, keeping appropriate records and cash handling).</p> <p>Basic understanding of Word, Outlook and Excel.</p> <p>Desirable:</p> <p>NVQ3 or equivalent in Hospitality & Catering or equivalent.</p> <p>Knowledge of catering within a school environment.</p> <p>First aid trained (will be provided if necessary). Manual handling trained (will be provided if necessary).</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>