

Policy Document No: Per 1.1.2

Assistant Cook Person Specification

Job Title: ASSISTANT COOK

Job Vacancy No:

Establishment:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of Health and Safety requirements in a catering environment	✓	
2 Knowledge of records required to comply with catering regulations		✓

Skills and Abilities

3 Ability to attend work punctually and reliably	✓	
4 Ability to work effectively in situations where a number of tasks need doing in a short timescale and needs may change at short notice	✓	
5 Ability to prepare and serve attractive, sufficient hot and cold food for regular meals and special functions	✓	
6 Ability to safely use a range of catering tools and equipment	✓	
7 Ability to maintain positive relationships with residents and others both internal and external to the Group	✓	
8 Ability to follow laid down schedules and procedures as well as willingness to suggest changes to improve systems	✓	
9 Ability to communicate effectively both verbally and in writing	✓	
10 Ability to maintain appropriate levels of confidentiality	✓	

Qualifications

11 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of residents or staff	As assessed by Principal	
12 Relevant qualification in food preparation/cooking or catering/ hospitality at NVQ level 2	✓	
13 Current First Aid at Work certificate – 4 day (may be achieved in post)		✓

Experience

14 Experience of successful work in a commercial catering environment	✓	
15 Experience of working safely with tools, equipment and hazardous materials		✓
16 Experience of working effectively as part of a team		✓

Person Specification prepared by HR Department

Date: 06/11/09