

Policy Document No: Per 1.1.2

## Cook Person Specification

**Job Title:** COOK

**Job Vacancy No:**

**Establishment:**

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
1 Knowledge of catering and cooking processes	✓	
2 Knowledge of records required to comply with catering regulations	✓	
3 Knowledge of safe food handling and risk management in food, including ordering, stock control and rotation, storage, the maintenance of records and keeping the environment clean	✓	
4 Knowledge of customer expectations and commercial demands	✓	
5 Knowledge of autism/complex needs and the importance of getting the right diet		✓
 <b><u>Skills and Abilities</u></b>		
1 Ability to provide good quality, safe, appealing and nutritious food	✓	
2 Ability to maintain positive relationships with people who use our services and staff whilst working in a busy environment	✓	
3 Ability to work effectively in situations where a number of tasks need completing in short timescales or change at short notice	✓	
4 Ability to deliver volume catering solutions on a daily basis	✓	
5 Ability to use a range of catering tools and equipment	✓	
6 Ability to communicate clearly and appropriately at all levels	✓	
7 Ability to follow laid down schedules/procedures as well as a willingness to suggest improvements	✓	
8 Ability to lift and move objects safely in line with H&S guidelines	✓	

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	<u>Essential</u>	<u>Desirable</u>
<b>9 Ability to maintain positive relationships with people who use our services and staff whilst working in a busy environment</b>	✓	
<b>10 Ability to be flexible in relation to working hours, including weekends as necessary</b>	✓	
<b>11 Willingness to undergo additional training and development as required to improve practice</b>	✓	
<b><u>Qualifications</u></b>		
<b>1 No criminal record including convictions, cautions, reprimands, bindings or warnings over which may be relevant to the safety and welfare of people who use our services or staff</b>	<b>As assessed by Head/Manager</b>	
<b>2 Relevant qualification in catering at Diploma Level 3 or equivalent</b>	✓	
<b>3 Food safety certificate Level 3</b>	✓	
<b><u>Experience</u></b>		
<b>1 Proven experience of effectively supporting a team to deliver catering solutions</b>	✓	
<b>2 Experience of successful work in a commercial catering environment</b>	✓	
<b>3 Experience of working in a health/social care setting</b>		✓
<b>4 Experience and understanding of menu planning to meet dietary needs and nutritional balance</b>	✓	

Person Specification prepared by HR Department

Date: 23/08/13