

Cook

Job Description

Grade: GRA - *Subject to Job Evaluation*

1. **Job Purpose**

1.1 Responsible for preparing, presentation and service of all food and beverages to the standard required of the Department with the Nurseries Sector. To undertake duties at any of the catering units within the Nurseries, to provide and maintain a well organised and smooth running kitchen

2. **Key Responsibilities**

- 2.1 To prepare, present and serve all dishes to the highest standard as required by the department
- 2.2 To liaise with Area Manager/Service users for daily requirements
- 2.3 To provide and maintain an organised kitchen
- 2.4 To ensure the provision of culturally acceptable meals when required
- 2.5 To ensure adherence to departmental procedures for the booking and documentation of wages and other related paperwork
- 2.6 To order, receive and inspect all goods purchased for quality, price, quantity and condition in accordance with City Council and Departmental procedures
- 2.7 To adhere to all City Council and Departmental policies and procedures
- 2.8 To monitor food and employee costs against agreed budgets and to keep wastage to a minimum
- 2.9 To ensure fuel economy
- 2.10 To ensure relevant statutory, City Council and Departmental hygiene, Health and Safety Regulations are observed at all times (including rotation of stocks)
- 2.11 To ensure effective security and control of all food, monies, chemicals, crockery and equipment within unit
- 2.12 Fully to assist with the development of City Council and Departmental Customer Care Policies
- 2.13 To ensure, wherever possible, the word and spirit of the City Council's Equal Opportunities in Employment Policy is fully advanced
- 2.14 To attend meetings as requested by Area Catering Manager
- 2.15 To draw up work rota's and amend to reflect the needs of the service
- 2.16 To promote actively the departments catering functions as required
- 2.17 To assist the Area Catering Manager in providing menus and service delivery proposals

- 2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	City & Guilds 706/1 and 706/2 or the equivalent experience/ability. Basic Food Hygiene	AF/C
Experience Relevant work and other experience	Ability to prepare, cooks and present food to Departmental standards Ability to provide dietary and culturally acceptable food	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Written communication skills of a standard to order and control stock, complete paperwork e.g. Timesheets and menus An understanding of Health and Safety and Food Hygiene legislation Ability to operate within a pre-determined budget Ability to communicate in face to face or telephone situations with internal and external employees/clients and to actively participate in meetings	AF/I AF/I AF/I AF/I
Training	Commitment to attend relevant training courses	AF/I
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.