

Job Description Cook

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| Service: | Education and Children's Service | Team: | Lancashire Outdoor Education Service |
| Location: | Borwick Hall, Borwick, Carnforth, LA16JU | | |
| Salary range: | | Grade: | 3 |
| Reports to: | Catering supervisor | Staff responsible for: | N/A |

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| Job Purpose |
| To produce and deliver a high quality and cost-effective service of food. |
| Accountabilities/Responsibilities |
| <ul style="list-style-type: none"> • Support the Catering Supervisor plan, operate and control food related service, providing interesting and innovative menu, which are value for money. • Monitor the quality of food, portion control and take a lead role in preparation for dietary provisions and delivery of food service. • In the absence of the Catering Supervisor, maintain high levels of record keeping e.g. ordering supplies in • Maintain a high level of cleanliness in accordance with health and safety regulations. To include dining area, washing of equipment, utensils and machinery e.g. dishwasher and to undertake cleaning of other catering outlets on site. • Maintain a safe working environment, ensuring food hygiene and health and safety policies are adhered to and ensure defects and breakdowns are reported correctly. • Take an active role in the catering team, including attending meetings and undertake training deemed necessary. • To undertake other duties appropriate to running the catering service of the centre, which may include weekend, evening and Bank Holiday working. |
| Other |
| <ul style="list-style-type: none"> • Equal Opportunities We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. • Health and safety |

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Cook

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| Qualifications |
| <ul style="list-style-type: none"> • Relevant NVQ in catering or equivalent* • Basic Food Hygiene Certificate* |
| Experience |
| <ul style="list-style-type: none"> • Menu planning, preparation of food and portion control including allergen and special dietary needs. • Experience in food hygiene and health and safety procedures • Maintaining high levels of record keeping e.g. ordering of stock/stock control* |
| Essential knowledge, skills & abilities |
| <ul style="list-style-type: none"> • Ability to work as part of a team and unsupervised • Ability to work to deadlines, whilst maintaining a quality service • Good organisational and communication skills • Knowledge of Health and Hygiene legislation and procedures • Assist with other centre and service needs as directed |
| Other essential requirements |
| <ul style="list-style-type: none"> • Commitment to equality and diversity. • Commitment to health and safety. |

