



## Job Description

<b>Job Title:</b>	Assistant Cook
<b>Directorate:</b>	Adult Social Care, Health integration and Wellbeing
<b>Responsible to:</b>	Integrated Dementia Team Manager
<b>Grade</b>	Level 4

### Job Purpose

You will be responsible for assisting with the preparation and cooking of meals within a kitchen providing less than 200 meals per day. This will involve providing appropriate and nutritious meals for those people being supported by the service.

### Key Duties / Responsibilities

1. Responsible for the preparation of varied and nutritious meals, portion control and reconstitution of prepared food.
2. Responsible for meeting any special dietary requirements of the people using the service.
3. Responsible for appropriate storage of food supplies.
4. Responsible for stock control records and hazard analysis (i.e. monitoring of temperatures) when required.
5. Report to Cook or Duty Officer in regards to issues with deliveries and any quality issues.
6. Responsible for the control of hygiene, health and safety and cleaning duties as required and that food safety standards are adhered to at all times.
7. Responsible for informal supervision of Domestic staff in the absence of the Cook.
8. Safe use and storage of all domestic products in line with COSHH regulations.
9. Promote and maintain effective and professional communication and relationships with all service users, carers and staff as well as other partners.
10. To participate in supervision, performance reviews and staff meetings in line with policies and procedures.
11. Promote, monitor and maintain health and safety and security in all working practices and report back any risks identified.
12. Have an awareness of Safeguarding and report any concerns immediately to the Duty Officer.
13. Any other duties commensurate with the designation and grading of the post.

**This job description is non-contractual and provided for guidance only. As such it is liable to change in accordance with the changing needs of the Council, the development of the role and the development of the post holder.**

## Person Specification

**Job Title:** Assistant Cook  
**Directorate:** Adult Social Care, Health integration and Wellbeing  
**Section:** Integrated Dementia

**Minimum Essential Requirements - Evidenced by: a: application form b: test c: interview**

	a	b	c
Physically able to meet the requirements of the post.	✓		✓
Willing to work additional hours as required and work flexibly to meet the needs of the service.			✓
To hold an appropriate professional qualification relevant to the post City & Guilds 706 1 or Level 1 Diploma in Professional Cookery or at least 3 years previous experience in Catering for up to 200 meals.	✓		✓
To have an understanding of Health and Safety Regulations, COSHH Regulations and Hazard Analysis.	✓		✓
To hold a basic hygiene certificate.	✓		✓
o take an active role in your own personal development and attend any training required for the post.	✓		✓
To have a positive interest in working with older people who are living with dementia.			✓
To act calmly and responsibly in an emergency situation and/or stressful situation.			✓
Ability to communicate effectively with service users, carers and professionals.	✓		✓
Knowledge of kitchen management i.e. stock control.	✓		✓
An ability to supervise and support kitchen staff on an informal basis in the absence of the Cook.	✓		✓
An ability to provide meals in accordance with special dietary requirements and cultural choices.			✓
Ability to work on own initiative and as part of a team as well as carry out specific instructions from the Management Team.	✓		✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓



## Conditions of Service

<b>Job Title:</b>	Assistant Cook
<b>Directorate:</b>	Adult Social Care, Health integration and Wellbeing
<b>Section:</b>	Integrated Dementia
<b>Grade</b>	Level 4
<b>Salary:</b>	£17,391 - £18,672

### Duration/Working Hours:

This is a permanent position working 15 hours per week; the salary pro rata is £7,050.

Hours per week	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 hours	1	5 hours	5 hours				5 hours	
	2		5 hours	5 hours				5 hours

Your working hours may include mornings, evenings, weekend working and bank holidays.

**Annual Leave Entitlement:** You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-  
a. Joining or continuing in the Local Government Pension Scheme.  
b. Arranging your own personal pension provision approved by the Inland Revenue.

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Disclosure and Barring Service (DBS) Check:** This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of “unprotected” cautions and convictions can be found on the Disclosure and Barring Service website.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee’s organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.