

JOB PROFILE

Post Title: **Assistant Cook**

Post Number: **Generic - Social Care**

The Assistant Cook is responsible to the Cook for the preparation and cooking of meals. The Assistant Cook must be competent to deputise for the Cook as and when required.

Duties will include:

- Skilled cooking activities connected with the full range of meals
- Food preparation and cooking, including the provision of special dietary meals where appropriate and the provision of meals on wheels if required.
- Operating within pre-set budgets, implementing portion control, purchasing and stock control as required.
- Operational control, when required, of service point including transported meals as appropriate.
- The direction and/or supervision of other employees i.e. Kitchen Assistants. This could include the allocation of duties, work rotas and on the job training as appropriate.
- Ensuring the implementation of the 'Food Safety' policy through the implementation of hygiene standards and health and safety in the kitchen.
- General kitchen and dining room duties as required e.g. serving food, receiving and putting away stock, stocking dining room serveries areas and equipment, washing up, setting up and clearing away equipment and tables
- Administrative duties including the completion of timesheets, ordering of supplies, purchase orders, 'cook safe' record keeping including temperature monitoring, and the completion of a manual or electronic stock book.

These duties may be carried out in any local authority establishment.

Evaluated Grade: F

Date of Evaluation: 16 June 2008

Job Profile Last Amended: March 2010

PERSON SPECIFICATION

Post: Assistant Cook

Post No: Generic - Social Care

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

Personal Features/Qualities

ESSENTIAL

DESIRABLE

Positive attitude to service user group.

Non-judgemental attitude.

Reliable and honest.

Commitment to a high standard of hygiene and cleanliness

Flexibility

Relevant Experience

Previous experience in a

Supervisory experience

	catering establishment at Assistant Cook level or Senior Kitchen Assistant level	Financial and Admin experience
	Experience of working as part of a team	Catering experience in a social care setting
<u>Education</u>	Possession of an SVQ2/Highers or equivalent qualification in a related subject	Health and Safety Training Cooksafe Training Nutritional Training
	Essential Food Hygiene	
<u>Skills, Abilities and Knowledge</u>	Skilled in food preparation and cooking	Good organisational skills
	Good interpersonal and communication skills.	Basic knowledge of nutrition
	Ability to work on own initiative	Food ordering and stock control
	Ability to maintain confidentiality	Numerate in relation to food costing
	Relevant legislation e.g. Food Safety Regulations	Computer literate
	Operation of catering equipment	Ability to maintain up to date / accurate records.
	Physically fit	Menu Planning Risk Assessments and COSHH