Role Profile

Post Title:	**Cook**
Grade:	**4**
Date Created:	**20th May 2026**

ROLE DEFINITION

To prepare and present food for a variety of settings and contribute to the delivery of a high-quality catering service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate polices and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Ensure high standards of hygiene and operational practices are carried out and in compliance with Health & Safety, COSHH, Food Safety Regulations, Nutritional Regulations and allergen compliance.
- Assist in the maintenance of food stocks, storage and rotation.
- Food preparation knowledge, portion control, cooking and presentation, including special diets and cultural requirements.
- Ensuring all waste in dining and kitchen is appropriately disposed of encouraging and complying with any recycling or similar activities carried out within the establishment.
- Assist in the preparation of transported meals including the packing and loading of food containers and their unpacking and unloading.
- Complete and maintain relevant documents/electronic systems.
- Carry out general kitchen and dining duties, setting up and clearing away equipment and tables.
- Cleaning of the kitchen and the surrounding area and equipment.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• Elementary REHIS Food Hygiene or equivalent	• SVQ level 2 in Catering or equivalent	• Application Form • Interview
Experience	• Experience of working in similar capacity	• Transported meals	• Application Form • References • Interview
Specialist Knowledge	• HACCP (Food Safety)	• Nutritional knowledge	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Ability to cook and bake • Ability to work under pressure to meet deadlines	• Interpersonal skills • Ability to work as part of a team	• Application Form • References • Interview
Other	• Willing to undertake training as required • Ability to work flexibly when required • Required to join PVG Scheme for this type of regulated work	• Ability to work additional hours	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind