

Job Description

Job Title:	Assistant Cook
Directorate:	Adult Services and Health
Service Area:	Assessment and Care Delivery
Grade:	3
Competency Level:	1
Salary:	£25,583 - £27,254
Job Type	Office based
Location	Townsend Hub
Disclosure and barring service (DBS)	Enhanced DBS Adult Workforce and Neither Barred List
Job Evaluation Ref No	

Job Purpose

To work with adults within a team setting to provide varied and appropriate nutritional/healthy foods at flexible times for service users. To adhere to the City Council's Policies and Procedures.

Directly Responsible For:

No supervisory responsibilities

Directly Responsible To:

Registered Manager/ Deputy Manager

Main Areas of Responsibility:

- Preparation and cooking a variety of meals which include specialist diets at flexible times
- Maintain a high standard of cleanliness complying with Health and Safety procedures
- Maintain a high standard of food and table presentation using appropriate equipment for individual and small group meals
- Knowledge and skill in preparing dishes for ethnic minority groups considering the cultural needs/requirements
- To assist with stock control
- To assist with ordering provision
- To assist in the preparation of menus with service users
- To deputise in the absence of the cook
- To work in partnership with or as part of an integrated team of allied health and social care professionals
- As required work within a 7 day service 8am / 5pm
- To assist with ensuring the cleanliness of kitchen equipment i.e assisting with the washing of utensils, crockery, pans etc
- To participate in the monitoring of kitchen equipment, tools and materials
- To assist with catering for special occasions, buffet, parties, barbecues and cultural events
- To participate in personal development, training and supervision sessions
- To be flexible and contribute to the ever changing needs within this service as and when they occur

- To carry out all duties in accordance with the City Council policies and procedures, including the promotion of anti-discriminatory practice and equal opportunities
- Able to work from (or into) any location within the city boundary and to conform to the standards and working practices of each location utilised by the service

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

- There is no supervision or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role of the job means you will be standing for long periods. There is some manual handling of food items for storage purposes. There is a requirement to use various kitchen appliances, some of industrial kitchen size

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Holder of a Food Hygiene Certificate / a commitment to gaining this certificate within 6 months of taking up post
- Willingness to participate in required training to carry out the role (A/I)

Desirable

- A qualification within catering

Experience

Essential

- Previous experience of catering for individual and group meals (A/I)

Desirable

- Awareness of Health and Safety working practices
- Awareness of COSHH regulations

Skills/Abilities

Essential

- Knowledge of Food Hygiene and general cleanliness (A/I)
- Knowledge of food preparation and presentation (A/I)
- To be organised (A/I)
- To be capable of preparing food for a group of people (A/I)
- To be flexible to needs of home, as & when required (A/I)

Desirable

- To engage with adults living with dementia in a positive manner

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Knowledge of City Council's policy on Equal Opportunities and a commitment to anti-discriminatory practice
- Commitment to attend training

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- Full UK Driving Licence