

Job Description

Job Title:	Chef/Cook
Directorate:	Adult Social Care and Health
Service Area:	Provider Services
Grade:	4
Competency Level:	1
Salary:	£28,153 to £32,046
Job Type	Office Based
Location	City wide
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:

- To plan, prepare & cook a variety of meals to meet the dietary needs of adults living with dementia, taking into account any allergies and how food is specifically prepared i.e., liquid/ blended diet
- To maintain a minimum standard of food presentation using appropriate equipment in keeping with the Environmental Health requirements
- To follow a cleaning schedule this ensures a high standard of cleanliness complying with Health & Safety Procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995
- To liaise with Manager/ Deputy Manager regarding issues of maintaining Health & safety
- To be responsible for maintaining safety standards within the kitchen area
- To be responsible for stock control using a minimum of once weekly stock checks
- To be responsible for kitchen equipment, tools and materials including participation in monthly inventory checks with Manager/ Deputy Manager
- To be responsible for ordering / purchasing food supplies and essential equipment in consultation with Manager/ Deputy Manager
- To maintain daily written records relating to storage temperatures of food products
- To maintain appropriate budgets records & remain within an allocated budget
- To cater for special occasions including, parties, guests or visitors at or to the home
- To liaise with residents and residential care staff as appropriate to determine views on healthy eating options

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

- A current Foundation Certificate in Food Hygiene or a commitment to gaining this certificate within 6 months of taking up post (A/I)

Desirable

- A qualification within catering

Experience

Essential

- A background within a previous setting of catering (A)

Desirable

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

Skills/Abilities

Essential

- Ability to be organised (A/I)
- To be capable of preparing food for a group of people (A/I/E)
- 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
- 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