
Recruitment Information

Job Description and Person Specification

Your title	Assistant Cook
Your team	Community Support Services
You would be based	Claygate Centre for the Community.
Your line manager	The Centre Manager



Elmbridge Borough Council

... bridging the communities ...

About the role

We are looking for an Assistant Cook to join our Community Support Services team, to provide meals at the Claygate for the Community, located in Claygate, and support the delivery of our Meals on Wheels service.

The role requires an individual who has a friendly and caring attitude, and who can be a team player, offer experience of working within a kitchen and demonstrate an understanding of food safety and hygiene regulations.

The main purpose of the role:

- To assist the Centre Cook in the preparation, cooking and serving of food for the Meals-on-Wheels Service and to visitors at the Centre.
 - To be responsible for the organisation of the kitchen in the Centre Cook's absence.
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Specific duties and responsibilities

- To assist in the preparation of meals under the direction of the Centre's Cook.
- To cook and prepare foods for the Centre's Community Café / Tea-bar.
- To assemble Meals-on-Wheels delivery containers and undertake their packing, checking numbers, dietary and other requirements.
- Where necessary to ensure all cooking equipment is cleaned after use.
- To ensure that all areas relating to the kitchen are kept to a high standard of cleanliness, including the staff toilet.
- Cook meals including fresh food ingredients from fresh meats to other produce where sauces, soups, gravies and custards need preparing.
- Assist in planning menus in liaison with the Centre Cook.
- Issue instructions to any volunteers who assist in the Centre's Kitchen.

- Carry out the duties of the Centre Cook in cases when the Cook is on holiday or sick leave.
 - To be available to work in all purpose-built Centre kitchens in Elmbridge.
 - To ensure that the standards of safety and hygiene are always met, adhering to food safety regulations.
 - To assist generally with activities of older people as when directed by the Centre Manager.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom.

Position: Assistant Cook

Post No: CS349

Team: Community Support Services

**Hours: 18.75 per week, Monday to Friday
9.30am to 1.15pm.**

Salary: SCP11-13 £10.57 – £11.02 per hour

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education		
1. Good standard of education.	E	A/I
2. Catering Qualifications e.g. City and Guilds 706/2, NVQ Level 2.	D	A/I
3. Basic Food Hygiene Certificate.	D	A/I

Experience		
4. Experience of working within a commercial kitchen environment.	E	A/I
5. Experience of working as part of a team.	E	A/I
6. Experience of working with volunteers	E	A/I

Knowledge, skills and abilities		
7. Ability to understand the Food Safety and Hygiene Regulations.	E	A/I
8. Experience of catering for large numbers of people and an understanding of dietary requirements.	E	A/I
9. Ability to work on one's own, and preparedness to carry out additional work to cover other members of the Centre's kitchen team.	E	A/I
10.	E	A/I
11. Ability to communicate with team colleagues and residents.	E	A/I
12. Displays professional manner with members of the public.	E	A/I

13.	Ability to work to tight deadlines	E	A/I
14.	Displays a friendly and caring attitude.	E	E
15.	A willingness to apply for a basic DBS disclosure which is required of this position	E	E