



JOB DESCRIPTION

Job Title: COOK

Line Manager and Budgetary Responsibilities: NONE

Key working relationships:

Internal contacts: Colleagues within in a multi-disciplinary team

Job Purpose:

- To provide a high standard of meal preparation and presentation in the area of the service in which you work.
- To co-operate closely with colleagues within a multi-disciplinary team.

Key Responsibilities/Activities:

- Working to prescribed menus
- Ordering, collection and recording of foods from the central stores as required
- Preparing food carefully and hygienically
- Preparing and cooking of foods to be preserved as required
- Presenting prepared food for the table
- Safely using cookers, deep-fat fryers, mixers, kettles and other kitchen appliances
- Caring for your equipment, materials and utensils to include thorough cleaning and storage after use
- Helping to achieve and maintain high standards of health, safety and hygiene
- Responding flexibly in times of need to complete tasks in areas of the service other than your own

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks required for the role:

- Satisfactory clearance of DBS check

**PERSON SPECIFICATION****Job Title: COOK**

All criteria are essential unless indicated as desirable (D).

Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Adequate standard of literacy and numeracy
- Knowledge of COSHH and Basic Food Hygiene regulations or willing to undertake training
- Willingness to undertake manual handling training

Experience

- Work in team setting (D)
- Work with children with special needs (D)

Skills/Abilities

- Effective communication and relationship with young people
- Working co-operatively and flexibly in a team setting
- Safe and hygienic management of materials and equipment
- Good organisation of work area

Circumstances

- Compliance with Barnardo's no smoking policy
- Able to perform all duties and responsibilities in the work location with reasonable adjustments under the Disability Discrimination Act 1995

Competencies

- Caring approach
- Flexible response to duties
- Enthusiasm to develop good practice and a quality service
- Ability to learn / desire to train
- Ability to accept feedback, supervision and appraisal

Barnardo's Basis and Values, and Equality & Diversity Code of Conduct

Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

To be completed by the Pay and Reward Team / People Team

Job Title	Cook
Grade	F
Job Family	Other Regulated Services
Job Type	Support
Compensation Region	Rest of UK
Job Function (NI only)	