

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Cook	<b>Grade:</b> Scale 1
<b>Section:</b> Oakdene	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Team Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> TBC	<b>Last review date:</b> Sep 2024

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

#### **OAKDENE RESIDENTIAL SERVICE**

Oakdene is a 13 bed unit that is separated into 9 beds for short breaks and a 4 bed long stay service for Children Looked After called Chestnut. The services cater for children and young people who have moderate to severe learning difficulties. They may also have physical disabilities, sensory impairment, autistic spectrum disorders (ASD) and complex medical needs.

During the week the hours are 2pm – 6.30pm and weekends are 10am – 7pm.

There will be the option of additional hours to cover A/L and during school holidays.

### **Job Purpose**

To maintain a well balanced diet for the young people, ensuring that all dietary requirements are adhered to.

This position requires recent experience of working in a kitchen, as well as an up to date Food Hygiene Certificate. It requires a good understanding of Health & Safety issues, the ability to manage own workload, use own initiative and have good organisational skills.

As a cook, you will be required to take a key role in the planning of menus, and ordering of foods, ensuring a healthy and nutritious meal for the young people, taking into account any dietary requirements.

### **Specific Duties and Responsibilities**

#### **MAIN RESPONSIBILITIES AND DUTIES OF THE POST**

1. Prepare well balanced, healthy meals for a minimum of 15 and maximum of 30.
2. Developing healthy and balanced meals in consultation with young people and staff.
3. Preparing meals to meet individual's medical needs, for example people with dysphagia or allergies.
4. Considering how people's religious and cultural backgrounds might impact on their dietary requirements.
5. To provide alternative meals to meet specific dietary requirements.
6. Ensuring high standards of hygiene and cleanliness are maintained.
7. Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly.
8. Maintain temperature control standards for all food.
9. Clean the oven and hob after each use.
10. Sweep and mop the kitchen floor daily.
11. Do the washing up daily (use of dish washer for majority of kitchenware).
12. Have an input in the weekly ordering of food.
13. Monitor and organise stock levels at all times.
14. Check fridges and freezers for rotation.
15. Empty bins daily.
16. To have an input into the planning of menus.
17. Ensure Cooks clothes and tea towels/cloths are taken to the laundry at end of shift.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond and Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## **Team structure**

### **PLACE IN ORGANISATION**

The postholder is responsible to the Team (Registered) Manager. The service has the following staff:

2 fte Assistant Team manager
3 fte Senior Residential workers
19 fte Residential workers
3.5 fte domestic / laundry workers
1 fte cook
1 fte administrator

## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Essential	Desirable	Assessed by A/I/T/C
<b>KNOWLEDGE</b>			
1. Strong understanding of Health and Safety Laws.	X		I/T
2. Strong understanding of food hygiene.	X		I/T
3. Understanding of different dietary requirements.	X		I/T
4. Understanding of how to provide a healthy, balanced and nutritious menu.	X		I/T

<b>EXPERIENCE</b>			
5. Previous experience of working in a kitchen environment	<b>X</b>		<b>A/I</b>
6. Experience of stock taking and ordering-working within a budget	<b>X</b>		<b>A/I</b>
<b>SKILLS</b>			
7. Ability to treat people with dignity and respect	<b>X</b>		<b>I/T</b>
8. Some awareness of the challenges faced by people who need care and support		<b>X</b>	<b>I</b>
9. Strong communication skills-good listening, written and observational skills	<b>X</b>		<b>I/T</b>
10. Ability to work alone and use own initiative	<b>X</b>		<b>I/T</b>
<b>QUALIFICATIONS</b>			
11. It may help to have a relevant qualification such as a Professional Chef Diploma, BTEC National Certificate in Hospitality Supervision or an Advanced Chef Diploma. However, you could do these qualifications whilst on the job.		<b>X</b>	<b>C</b>

**A – Application form / CV**

**I – Interview**

**T – Trial shift**

**C - Certificate**