

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Cook	Grade: Scale 1
Section: Oakdene	Directorate: Education and Social Services
Responsible to following manager: Team Manager	Responsible for following staff: N/A
Post Number/s: TBC	Last review date: Sep 2024

Working for the Richmond and Wandsworth Better Service Partnership

This role is employed under the Richmond and Wandsworth Better Service Partnership. The overall purpose of Richmond and Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond and Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

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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Responsible to following manager: Team Manager - Oakdene	Responsible for following staff: N/A
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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
KNOWLEDGE			
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

EXPERIENCE			
5. Previous experience of working in a kitchen environment	X		A/I
6. Experience of stock taking and ordering-working within a budget	X		A/I
SKILLS			
7. Ability to treat people with dignity and respect	X		I/T
8. Some awareness of the challenges faced by people who need care and support		X	I
9. Strong communication skills-good listening, written and observational skills	X		I/T
10. Ability to work alone and use own initiative	X		I/T
QUALIFICATIONS			
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.		X	C

- A – Application form / CV**
- I – Interview**
- T – Trial shift**
- C - Certificate**