

## Cook – Grade 5

### Job purpose

The main role of staff in Social Care and Wellbeing is to identify the care needs of adults living in Kirklees and to provide quality services which safeguard and promote the wellbeing of those people in greatest need. We offer a range of services to older people, people with a physical or sensory disability and people with learning disabilities. These services are provided 7 days a week, 24 hours a day, to meet our service user's assessed needs. Support can be provided at home, in the community or in Council run establishments. This can include emergency response, respite and long-term care or support to carers. We also offer support to people who have dementia or who are nearing the end of their life.

This role is based within adults and health. Find out more about [working for Kirklees](#).

### Key areas of responsibility

You will work as part of a team in one of our residential or day care establishments across Kirklees. As our services are provided to meet the needs of service users you will need to be flexible in your approach to work and work patterns.

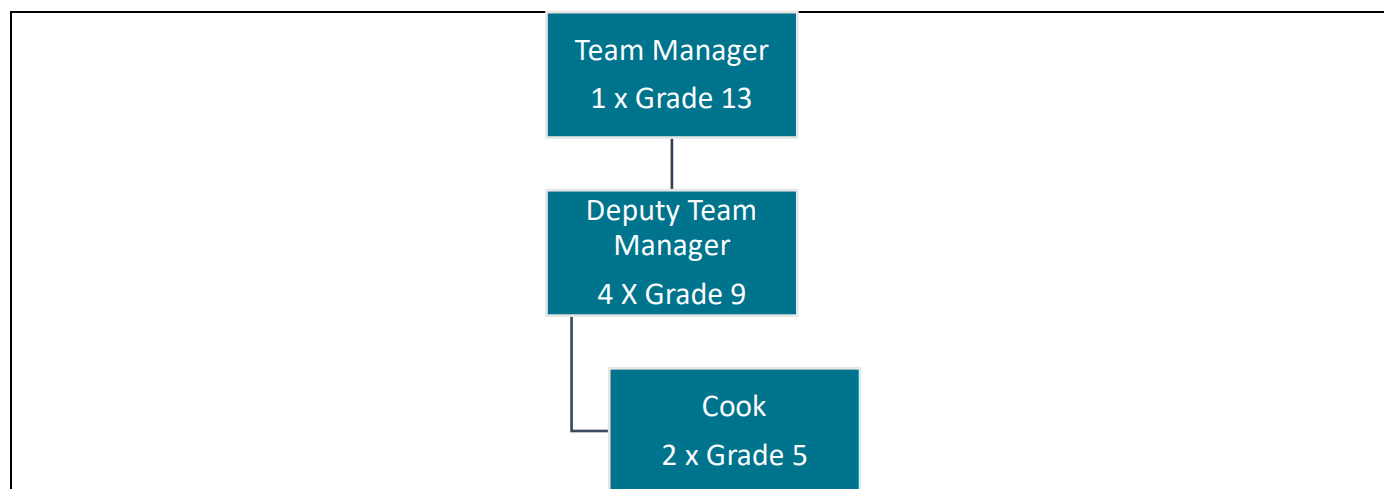
Some of our work is regulated by the Care Quality Commission (CQC) and/or internal audits to ensure that our services meet the National Minimum Standards which govern how our services are provided. We strive to exceed these standards and wherever you work in the service you will have an important role in contributing to this. At all times you will be expected to work within relevant legislation and food hygiene regulations. Where there are changes that affect how you need to carry out your role you will be supported to be able to do so.

You will have responsibility for all activities within the kitchen including the general direction of any staff based there e.g. Kitchen Domestic Assistants. You will need to ensure that all kitchen staff are aware of and comply with relevant legislation, standards, guidelines etc.

Under your manager's instruction you will be responsible for organising, planning, cooking and preparing nutritious and appetising meals, snacks and beverages as well as related activities. You will need to be aware of recommended portion sizes and ensure that these are applied and that the requirements and preferences of service users are catered for as part of menu planning.

You will be responsible for ordering food supplies, ensuring they are of the required standard. You will also carry out stock checks and stock rotation as well as ensuring appropriate storage of foods. This will involve completing the required documentation and maintaining appropriate records which could be manual, or computer based.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Maintaining hygiene standards will be a crucial part of your role. This will include in the kitchen and storage areas as well as all equipment, crockery, utensils etc. You will also need to ensure that all kitchen equipment is used and maintained to the required health and safety standards e.g. fridge/freezer temperatures.	Essential
As you will be working with potentially heavy/bulky equipment and supplies you will be required to undertake Moving and Handling training to help you assess and reduce risks to yourself, colleagues and service users.	Essential
You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.	Essential
As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Must comply with all legislation, regulations or guidance from the government and CQC in relation to your role including any vaccination requirements.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	26/08/2021
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Adults	DBS Type	Enhanced
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	No	Alternating Pattern	Yes
Standby	No	Other	N/a
Checked by HR	Yes		