

Cook Grade 5

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible. Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for some families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our Children's Social Care workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team. We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

Our Residential Social Care Services are responsible for the delivery of providing a range of placements and provision to children and young people within Staffordshire. We deliver these via a range of building based facilities working within statutory guidance and registered by Ofsted. Residential staff aspire to provide advice, assistance and support to children and young people to attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to achieve their potential.

The settings include:

- Long term placements
- Short term assessment placements
- Short Breaks for children and young people who are on the 'Edge Of Care'.
- Short Breaks for children and young people with a disability.

Reporting Relationships

Responsible to: Bursar

Responsible for: N/A

Key Accountabilities

- To be responsible for all activities associated with the planning, preparation and cooking of meals in a kitchen for the young people and staff in producing a variety of balanced and nutritious meals
- To be responsible for the ordering of food for the home ensuring that this is within a budget.
- To maintain records in accordance with Departmental procedures, in connection with ordering of supplies, stock control and Hazard Analysis at Critical Control Points (HACCAP). This provides a safe and clean environment.

- In conjunction with the management team and consistent with young people's individual risk assessments, consult and encourage participation of the young people in relation to weekly menu planning to ensure the young persons voice is captured
- To ensure that the standards of hygiene and health and safety in the kitchen are maintained in accordance with Food Hygiene Regulations this will ensure food is cooked appropriately and prevents cross contamination
- To liaise with the Bursar and Registered Manager on matters relevant to the home.
- Any other duties that may be allocated from time to time that are appropriate to the grading of the post.

Other information

This includes covering at other homes across the county which could be at short notice.

Casual Car User

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

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Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Level 1 in catering and hospitality or equivalent 	<p>A/I</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Possess basic knowledge of Food Hygiene Regulations • Possess basic understanding of kitchen management • Experience in dealing with paperwork involved in the ordering of food supplies. • Experience in procedures to comply with HACCAP (Hazard Analysis at Critical Control Points). • Experience in meal planning. 	<p>A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> • Ability to work on own initiative or as a team with ancillary staff in the cleaning standards • To demonstrate good cooking skills in producing a variety of balanced and nutritious meals within a budget. • To demonstrate, as and when required, the ability to source information on special dietary needs i.e. medical, cultural, lifestyle. 	<p>A/I</p>

	<ul style="list-style-type: none"> • Good interpersonal skills. You will need to be self assured and confident in dealing with suppliers and young people. • A commitment to continuous professional development 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300