

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 the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- 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

Staffordshire County Council are a provider of regulated and non-regulated social care services for adults. Known internally as 'Provider Services' our mission is to promote opportunities, independence, and choice so that individuals can thrive, and our vision is to be leaders in providing innovative and inspirational care and support.

Provider Services are a CQC regulated provider with services including residential care homes, bed-based respite, supported living and home care. In

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With pride. With purpose. With you.

addition, Provider Services offer centre-based and community-based support to provide the people we support with opportunities for meaningful activities so they can live their best life.

All posts within these services are subject to an enhanced DBS check and will require a pre-employment health assessment as part of the onboarding process.

Reporting Relationships

Responsible to: **Care Coordinator**

Responsible for: **NA**

Working flexibly across Provider Services settings and locations as required, the Cook will provide a high-quality kitchen service, providing nutritious food in accordance with identified needs and preferences, and in line with the budget. This will include a full range of meals, preparation of menus, portion control, and the provision of food to meet special dietary requirements.

Key Accountabilities:

This job description provides an indication of the main duties involved in supporting individuals across our settings but is not intended to be an exhaustive list of tasks and duties which will ultimately be determined by the requirements of the service.

Person-Centred

- Provide a high-quality kitchen service for the people we support with learning disabilities and autism, recognising and catering for individual needs and preferences in line with Provider Services values.
- Liaise with the support team and involve the people we support to devise nutritionally balanced, varied and attractively presented menus, catering for specific dietary needs in accordance with support plans.
- Maintain awareness of individual's risk assessments relating to specific catering support needs and dietary requirements, including following professional advice.
- Communicate and interact effectively with individuals, carers, colleagues, and others, creating positive relationships and being inclusive of all.

Flexibility and Innovation

- Relate to and work with people with learning disabilities and complex needs, including challenging behaviour and complex health needs, being able to respond flexibly/effectively to changing needs including being creative in supporting individuals to thrive.
- Suggest improvements, assist and be proactive in the development of projects, solutions and activities undertaken by the service.
- Use digital systems, equipment, and technology to improve kitchen efficiency.

Meeting Standards

- Complying with appropriate policies and procedures, ensure regular completion of cleaning and hygiene tasks in kitchen, dining, and storage areas in line with environmental health regulations, including COSHH and HACCP requirements and assisting with inspections.
- Ensure all foodstuffs are stored and prepared appropriately and accurately record storage temperatures, being proactive in reducing food waste
- Ensure the smooth running of the kitchen and food service function, through maintaining accurate records, regularly checking food stocks, and ordering provisions, ensuring costs are within budget.
- Comply and work within current procedures in relation to safeguarding, liberty protection safeguards, the Mental Capacity Act and The Care Act 2014, GDPR and other relevant regulatory and legislative frameworks and departmental policies.
- Follow infection prevention control procedures, including the correct use of PPE as required.

Other Duties

- May be required to drive and maintain Staffordshire County Council or private vehicles for work purposes.
- To undertake any other duties and responsibilities commensurate with the grading of the post to ensure the needs of individuals and the service are met.

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.

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
	Qualification and Professional Membership - Basic food hygiene certificate - Recognised catering qualification, or willingness to complete	A/I
	Knowledge and Experience - Experience as a professional cook with a knowledge of kitchen management. - Ability and knowledge to plan a varied menu - Knowledge of health and safety procedures including being able to demonstrate an understanding of COSHH implications for materials/supplies - Ability to understand safe and correct food hygiene/handling procedures with a demonstrable knowledge of HACCP system - Ability to demonstrate an understanding of infection control principles (including hazard compliance)	A/I
	Skills and Abilities - Demonstrates a commitment to the values and ethos of provider services and own continuous professional development - Literacy and numeracy skills sufficient to plan menus, order supplies and monitor budgets. - Food/beverage preparation skills and enthusiasm for providing nutritious meals - Ability to cater for special diets and diverse dietary needs - Ability to understand and work within a budget - Ability to keep accurate records, digital and paper-based - Good written and verbal communication skills - Ability to work to deadlines, being able to work alone or alongside others. This post is designated as a casual car user.	A/I/T

	Postholder will be expected to work flexibly across the week according to business need, undertaking a range of shifts that may include weekend, bank holiday working, days, split shifts, and evenings. Rotas are subject to change depending on business need. Postholder will be expected to work flexibly across Provider Services settings and locations as required.	
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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 the **Talent and Resourcing Team on 01785 278 300**