

ROLE PROFILE

Job family	Operations	Role profile number	OP04-1919	Grade D
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Job purpose: Carry out a range of operational tasks and activities, using a variety of tools and equipment.

Grade D posts require the provision of readily available information to customers but still within clearly defined guidelines and procedures. Grade D posts require a higher level of 'Knowledge & Skills' in the ability to undertake a range of tasks involving the application of readily understood procedures, gained either through formal qualifications or training in the workplace.

Factor	Relevant Job Information
Supervision and/or Management of People	No management of staff. No supervisory responsibility other than providing guidance and support to colleagues.
Indicative qualifications	GCSE grade A - C or equivalent experience/skills. Licence / certificate / qualification required for the role.
Knowledge and Skills	Experience which demonstrates ability to undertake the role. An understanding of relevant procedures and working practices. Ability to follow instructions and deadlines. An understanding of the working environment. Ability to communicate clearly. Basic literacy and numeracy. Able to maintain accurate records as required. Ability to use work specific equipment and materials competently and awareness of the relevant safety requirements for these.
Creativity and Innovation	Work in an environment under direct supervision of manager. Following initial guidance, at times work on own initiative to manage own activities and contribute to longer term activities / plans. Operate a range of standard equipment. Carry out basic inspection / maintenance of site / equipment.
Contacts and Relationships	Provide readily available information, giving practical assistance, answering simple queries. Signposting less straightforward requests/ queries. Be first point of contact on a range of queries from internal / external customers. Contact with colleagues, customers and members of the public. May be first point of contact where customers / visitors are being difficult.
Decisions – Discretion & Consequences	Work is carried out as directed within clearly defined guidelines and procedures Carry out a variety of allocated practical tasks on a day to day basis which is under instruction and / or supervision Record information for others to use. Aware of health and safety requirements relevant to the service area and must react suitably to any safety situations.
Resources	May require accurate handling and security of tools, equipment and cash. May be a key holder or have responsibility for a council owned van.
Work Demands	Work where tasks are interchanged but the programme of tasks is not usually interrupted.
Work Environment	Work requires some physical effort. Work may be performed outside in all weathers or exposure to moderate noise or dirty or difficult and unpleasant surroundings / conditions. Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.
EPIC values	All employees will uphold the council's values of, trust and respect; excellence; responsibility; engagement; empowerment; innovation; and collaboration, as they define who we are, what we stand for and how we are expected to work to deliver our business plan priorities and achieve our vision of building strong communities. Please refer to EPIC values These values enhance the council's code of conduct which sets out the minimum standards of behaviour for employees.
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.

Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Cook	
Role profile family:	Operations	
Role profile number and grade:	OP04-1919	Grade D
Number of posts:	1 post	
Service/Team:	Canon's House. Children and Families	
Reports to:	Manager	

Job Family overview

Operations job family overview:

Delivery of ongoing service activities using, tools, equipment and machines requiring specialised and vocational expertise

- Broad range of everyday work in support of Council services
- Vocational work in a defined field of activity
- Ongoing regular activities and processes to service plan
- Use of specialised equipment and techniques
- General repair, maintenance, cleaning, catering or housekeeping

Job Context

The overall responsibilities of the service/function are:

Canon's House provides respite care to children and young people with learning disabilities. We provide a safe but therapeutic environment where the children and young people learn and develop social and self-help skills.

All staff are responsible for providing a high quality, efficient and effective short-breaks service that responds to the needs of disabled and life-limited children and young people and their families/carers within a dedicated team.

Job Purpose

To work closely with the Manager and a second Cook, to plan, prepare and cook meals for the lunch and evening meal service operating from Canon's.

To be familiar with the statutory requirements of all relevant food safety and hygiene and to ensure strict adherence at all times.

Specific duties and responsibilities include:

- Plan and prepare varied, nutritious meals for the lunch and evening meal service, including the baking of cakes and biscuits.
- Provide opportunities for children and young people to engage in menu choice, food preparation, cooking, cleaning etc.
- Ability and confidence to manage a catering budget
- Provide opportunities for children and young people to engage in menu choice, food preparation, cooking, cleaning etc.
- Be first point of contact on a range of queries from internal / external (e.g. Public health, Health and Safety, Food Standards Agency, Ofsted)
- Complete daily log for kitchen, including temperature control of fridges and freezers, food temperatures, visitors to kitchen, numbers cooked for.
- Take and store daily samples of prepared food, holding for 3 days in line with Health & Safety at Work Act and kitchen inspections.
- Maintain hygiene standards in kitchen - work surfaces, kitchen equipment, top of oven, microwave, fridge, dishwasher, heated trolley to ensure health and safety standards are maintained.
- To work with the Catering Officer to plan menus, order and purchase food.
- Maintain stock of ingredients to support production of a nutritional meal. Ensure rotation of stock to keep items within use by dates.
- Report any concerns about safety or faults with kitchen equipment.
- Ensure necessary provisions are available for staff when on annual leave

Specific requirements for this post:

- The postholder will be expected to work some contracted hours on a Sunday.

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- Educated to GCSE or equivalent skills / relevant experience
- Experience of cooking within a kitchen or hospitality environment.
- Certificate in Basic Food Hygiene
- Knowledge of disability, nutrition, healthy eating, balanced diets, understanding of dietary requirements (gluten-free, dairy-free etc).
- Kitchen skills associated with the safe, hygienic and efficient preparation of food for public consumption
- CIEH Level 2 Award - Food Safety in Catering

Desirable

- Experience of working within a team environment

Supporting information

Driving classification

Occasional driver

A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.

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Regular Driver

Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.

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Required Driver

Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.

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Employees should refer to the Corporate Driving at Work policy for further information.

Political restriction

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvas on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party

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This role is not politically restricted

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Professional fees and related occupational costs

As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council

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This role does not have any professional or occupational membership requirements

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Clearances – Disclosure & Barring Service (DBS)

This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.

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This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an **Enhanced** DBS check before appointment can be confirmed.

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This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a **Standard** DBS check

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The role requires a **Basic** DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.

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This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.

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Clearances – Baseline Personnel Security Standard (BPSS)

This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check

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This role is not subject to a BPSS check

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Clearances – Non-Police Personnel Vetting (NPPV)

This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at **level 2***. (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').

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This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at **level 3***(*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).

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This role is not subject to a NPPV check

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Safeguarding

For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

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For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed,

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alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

