



Morpeth
Town
Council

POST TITLE:	COOK
ACCOUNTABLE TO:	DEPUTY TOWN CLERK
PAY GRADE:	BAND 1 POINTS 1-2
HOURS:	One position working over seven days, variable hours. Core hours will be agreed with the successful candidates. Positions will be temporary initially and could lead to permanent for the right applicants.

Overall Responsibilities

Assist in the preparation and provision of meals, have the responsibility for the day to day running of the kitchen ensuring compliance with all relevant Health & Safety and Food Hygiene requirements.

Main Duties / Responsibilities:

Organisation

The cook is required to undertake the following duties as directed by the Deputy Town Clerk using the prescribed methods and frequencies in line with the requirements of the role

1. Responsible for the preparation, cooking and service of food, accommodating any special dietary requirements and following agreed menus.
2. Control of the servery.
3. Cleaning of the kitchen, surrounding area and equipment.
4. Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets, reporting any discrepancies to senior management.
5. Contribute to the catering provision at special events as required.
6. Ensure equipment is fit for purpose and properly maintained.
7. Ensure compliance with Hygiene and Health and Safety Legislation.
8. Work as part of a team and support other members to deliver a high standard of produce.
9. Report any Health and Safety issues to senior management.
10. Liaise with management on recipe and menu development.

Administration

1. Liaise with senior management as required to ensure the cleaning rota operates smoothly.
2. Report catering supply requirements and stock levels to the Office.
3. Carry out routine administrative tasks as required.

Resources

1. Operational control of the kitchen.
2. Maintain a tidy and organised workspace and storage area.
3. Check equipment used and ensure health and safety guidelines are adhered to.
4. Attend training as and when required.
5. Provide support to staff as requested and in accordance with own training / skill parameters.

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation

COOK
PERSON SPECIFICATION

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Level 2 Food Hygiene and Safety for Catering • Knowledge of the full range of tasks together with the operation of associated equipment • Knowledge of Health and Safety legislation relating to a catering environment • Manual handling training 	<ul style="list-style-type: none"> • Level 3 Food Hygiene and Safety for Catering
Skills, knowledge and experience	<ul style="list-style-type: none"> • Relevant experience of working in a commercial catering environment to include food preparation and cooking to the highest standards • Literacy skills sufficient to read text and write straightforward sentences • Numeracy skills sufficient to undertake straightforward arithmetic functions • Ability to plan and organise self and resources, including effective use of own time • Resourceful and works with initiative and without constant supervision • Listens, consults others and communicates clearly • Customer care skills • Appropriately follows instructions to achieve set 	<ul style="list-style-type: none"> • Comprehensive understanding of HACCP and COSHH • Background knowledge of the undertaking of temperature checks throughout service and accepting deliveries

	<p>objectives</p> <ul style="list-style-type: none"> • Reliable and keeps good time • Committed to the provision of quality services to achieve customer satisfaction • Adapts to change by adopting a flexible and cooperative attitude • Supportive and adapts to team working • Demonstrates integrity and upholds values and principles • A willingness to undertake job related training 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly within a team and contribute to team ideals • Ability to establish good customer relationships • Ability to work methodically and accurately • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to work weekends and early mornings as part of a rota and evenings should an occasion arise • Commitment to personal professional development 	