

## Cook Job Description

<b>Job title:</b>	<b>Cook</b>
<b>Responsible to:</b>	Early Years & Family Support Manager
<b>Working with:</b>	Early Years and Family Support Manager, Play Assistants
<b>Responsible for:</b>	N/A
<b>Hours of Work:</b>	16 hours per week, term time only Tuesdays and Wednesdays 9am – 5pm
<b>Location:</b>	Based in Donnington Doorstep
<b>Salary and benefits:</b>	<p>£12.49 per hour - please note this this is a term time only contract, but the salary will be pro-rated across the year so paid each month.</p> <p>Holiday entitlement is 6 weeks p.a. pro rata inclusive of bank holidays – holiday to be taken outside of term time.</p> <p>A pension scheme is available for eligible employees.</p> <p>Candidates must be eligible to work in the UK.</p>

**Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children’s right to play, to be listened to & to be safe.**

### Outline of Post

Doorstep is all about nurturing and food is at our heart. We always offer affordable healthy snacks in our Drop in and Youth Club.

Food is one of the core services we provide to families.

Doorstep brings together families from the local communities – of all faiths, cultures and backgrounds - in a warm, supportive and positive environment. You only have to drop in at lunchtime to see the benefits for the young children. They gain social skills, access fantastic free play and learning opportunities, and share a healthy lunches with others.

The role of the cook is to:

- Source ingredients and supplies from food bank
- Using sourced food supplies, cook a simple, budget, nutritious meals
- Provide a friendly and welcoming service to members of the public
- Promote healthy eating.
- To ensure that appropriate procedures are followed to comply with statutory requirements regarding food hygiene and health and safety.

## **Main Tasks and Responsibilities**

- To prepare, cook and serve lunches, cakes, snacks and any other refreshments as required.
- To provide a varied range of home-cooked, simple, healthy, multi-cultural and affordable meals and snacks for adults and children.
- To promote healthy eating and to encourage users to try the recipes and cooking techniques at home.
- To assist in the preparation of food for any celebration or fundraising events
- To be responsible for ensuring that the kitchen and kitchen storage areas are kept tidy, clean and safe in line with Food Hygiene, Health and Safety regulations.
- To adhere to the Food Safety Management procedures and record keeping.
- To advise the Early Years & Family Support Manager of any issues in relation to the kitchen equipment and appliances.
- To be aware of requirements regarding advising the public of potential food allergens
- To assist in the training of volunteers, cover staff students and placements in the kitchen.

## **2. General tasks and responsibilities of all Doorstep staff**

- To be proactive in ensuring that Doorstep's Equal Opportunities policy is applied to all aspects of the work.
- To have a clear understanding of and implement Doorstep's Safeguarding Children and Adults policy and processes and attend all associated training.
- To attend staff meetings and supervision as required, quarterly.
- To attend training and CPD associated with the post as required.
- To ensure that appropriate confidentiality is maintained, in line with Doorstep's confidentiality policy.

Doorstep is entitled to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the applicant's name. The disclosure of a criminal record or other information will not debar you from appointment or registration unless we consider that the conviction renders you unsuitable.

<b>Person Specification for Cook</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Current food hygiene training	Any catering training would be an advantage
<b>Experience</b>	Catering for large numbers Kitchen or catering work Knowledge of multi-cultural food	Working with children and families
<b>Abilities &amp; Knowledge</b>	A good cook Ability to be creative with ingredients available A commitment to healthy eating Organised and efficient Adaptable, flexible and open to change	
<b>Communication Skills</b>	Excellent verbal and interpersonal skills and the ability to communicate with and relate to people of all ages, abilities, cultures and backgrounds.  Ability to inspire, motivate and enable the work of others.	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Personal Disposition</b></p>	<p>A warm and friendly person with a good sense of humour who understands and is comfortable with Doorstep’s ethos, approach and aims.</p> <p>You’ll need to be:</p> <ul style="list-style-type: none"> <li>• Calm and confident</li> <li>• Enthusiastic</li> <li>• Adaptable, flexible and open to change</li> <li>• Extremely well-organised</li> <li>• Able to value and respect colleagues, partners and service users</li> </ul> <p>You’ll need to:</p> <ul style="list-style-type: none"> <li>• Understand the importance of confidentiality and professional boundaries</li> <li>• Have an understanding of and a commitment to Children’s Rights and Equal Opportunities Practice.</li> </ul>	
	<p>Please note, the specific nature of the post requires the following abilities as a minimum:</p> <ul style="list-style-type: none"> <li>• Fluent in English and numerate</li> </ul>	