

Cook Job Description

Job title:	Cook
Responsible to:	Co-Director - Early Years & Family Support Manager
Working with:	Play Assistants and Youth Workers
Responsible for:	N/A
Location:	Donnington Doorstep
Hours of Work	This is a part time position working 20 hours/week (Mon to Weds)
Salary and Benefits	Up to £14.60/hour, depending on qualifications and experience. Holiday entitlement is 6 weeks p.a. pro rata including bank holidays. Access to pension scheme for eligible employees
Contract and additional information:	This is a permanent contract, subject to continued funding availability Candidates must be eligible to work in the UK Donnington Doorstep: Registered Charity Number: 1144821

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 during our Family Drop in and Youth Club sessions, and during After-School Club. Food is one of the core services we provide to families, and the family-style dining at lunchtimes is a highlight of our Drop-In sessions.

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 simple, budget-friendly, 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 plan and deliver cooking courses for service users
- 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, and Fire Safety regulations.
- To adhere to the Food Safety Management procedures and record keeping
- To advise 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

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.
- 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.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced DBS Check. 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.

Person Specification for Cook		
	Essential	Desirable
Qualifications	Current food hygiene training	Any catering training would be an advantage
Experience	Catering for large numbers Kitchen or catering work Knowledge of multi-cultural food	Working with children and families
Abilities and Knowledge	A good cook Ability to be creative with ingredients available A commitment to healthy eating Organised and efficient Adaptable, flexible and open to change	
Communication Skills	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.	
Personal Disposition	A warm and friendly person with a good sense of humour who understands and is comfortable with Doorstep's ethos, approach and aims. You'll need to be: <ul style="list-style-type: none"> • Calm and confident • Enthusiastic • Adaptable, flexible and open to change • Extremely well-organised • Able to value and respect colleagues, partners and service users You'll need to: <ul style="list-style-type: none"> • Understand the importance of confidentiality and professional boundaries • Have an understanding of and a commitment to Children's Rights and Equal Opportunities Practice. 	
	Please note, the specific nature of the post requires the following abilities as a minimum: Fluent in English and numerate	