

## Person Specification

**JOB TITLE:** Part Time Cook/Kitchen Team Member

**POST NO:** TBC

**GRADE:** Proposed Grade 5

**DEPARTMENT:** Children's Services

**DIVISION:** Clare Lodge Secure Children's Home

**DIRECTOR:** Alison Bennett

**DATE:** 19.03.25

**COMPLETED BY:** Debbie Lobley

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>Working knowledge of Food Hygiene and Safety Regulations.</p> <p>Working knowledge of maintaining cleanliness, organisation and hygiene in the kitchen.</p> <p>Working knowledge of food preparation and cooking techniques, following recipes to ensure consistency.</p> <p>Knowledge of nutrition and the provision of a balanced diet.</p> <p>Knowledge of the operation of cleaning equipment, Health and Safety legislation and COSHH Regulations.</p> <p>Working knowledge of Allergens.</p>	
<b>SKILLS AND ATTRIBUTES</b>	<p>Ability to work without compromising security and / or safety.</p> <p>A good level of physical fitness with the ability to stand for long periods of time. Sufficient mobility to lift and carry items.</p> <p>Ability to provide a balanced, nutritious diet which is informed by customer choice within set spending limits.</p> <p>Ability to adjust to the changing needs of</p>	<p>Ability to assess risk and proactively take avoidance action to ensure your own and others safety. Ability to apply related policies and procedures.</p> <p>Knowledge of ordering / payment systems, quality control and tracking.</p> <p>Ability to communicate with challenging young people showing an understanding of their needs and</p>

	<p>the operational requirements as directed by the Head Cook</p> <p>Basic working knowledge of IT systems including Email and Word Docs</p>	difficulties.
<b>EXPERIENCE</b>	Previous experience in the catering industry.	Experience with young people.
<b>QUALIFICATIONS</b>	<p>Food Hygiene Certificate Level 2</p> <p>NVQ or relevant Catering Certification</p>	Knowledge of safeguarding of Children

<b>PERSONAL CIRCUMSTANCES</b>	<p>To be able to work to a set rota system which includes weekends and bank holidays as per your shift pattern.</p> <p>Flexibility within the role to change/swap shifts to assist with cover for planned annual leave and sickness sometimes with short notice.</p>	Driving Licence
<b>EQUALITY &amp; Div</b>	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</p> <p>Ability to perform all duties and tasks with reasonable adjustment where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care.	