Cook 1 — Role Profile

Service: Strategy & Resources Directorate, Operational Services for Education
Band: Band 1
Reporting to: Catering Supervisor
Responsible for: No direct reports

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

Operational Services for Education (OSfE) are committed to delivering professional, efficient, friendly, value for money but high-quality services to the majority of schools in Trafford using experienced staff. Our aim in catering service is to ensure that children receive a balanced and nutritious meal, which supports them in optimising their achievement and attainment levels. The cleaning service delivers building cleaning to schools, the private sector and Trafford's admin buildings, both these services operate in a competitive market. OSfE also delivers the council's 71 school crossing patrols across the borough.

Your Main Priorities

- Undertaking, under the direction of a more senior Cook, the preparation and simple cooking and serving of food

Key duties

- Undertaking the basic preparation of food and beverages (for example preparation of vegetables and snacks).
- Undertaking simple cooking in accordance with menus.
- Transporting and serving of meals.
- Undertaking of general kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables).
- Cleaning of the kitchen, surrounds and equipment.
- Attending all appropriate training.
- Deputising for higher grades during periods of absence for which the appropriate rate of pay will apply.

- Undertaking any other duties which are commensurate with the grade of the role and which may be required by the service.

All duties must be carried out in compliance with :-

(i) The Health and Safety at Work Act

(ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements including the Food Safety (General Hygiene) Regulations 1995.

(iii) Nationally agreed Codes of Practice which are relevant.

About You

Qualifications and Professional Development

- Level 2 in Food Safety or willingness to obtain this qualification within 6 months of starting in post

Experience and Knowledge

- Experience of undertaking a similar role (current or recent experience in catering or food production)

Skills and abilities

- Good oral communication skills with the ability to communicate with a range of audiences (including children/students), adjusting the style of communication as required
- Ability to work as part of a team and with others to achieve a shared goal
- Ability to follow instructions with the minimum of supervision
- Flexible approach to work

Special Conditions

- Enhanced DBS (with Children's Barred List) will be required for this role

- Post holder will be required to wear protected clothing which will be provided

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Prepared/revised by	P Taylor / L Shellabear
Job Evaluation	Existing JE

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.