Job description

Job title: Head Cook
Grade: Dorset Grade 5
Job evaluation reference: HF 608
Job family: Hospitality and Facilities

Purpose and impact

1. Prepare, cook and serve meals under the direction of the line manager and supervise kitchen staff.
2. Work within agreed principles and guidelines, with minimal supervision from the line manager. Work will be largely regulated by laid down procedures with little requirement for creative or innovatory thinking. Contacts will be generally routine or incidental involving the exchange of information on non contentious matters.

Key responsibilities

3. Planning menus within available budgets and ordering supplies, maintaining stock and portion control.
4. Preparation of meals in accordance with menu requirements including special dietary requirements.
5. Supervise other kitchen staff.
6. Maintain records as appropriate, including control of provisions.
7. Maintain good practice in all matters relating to food preparation and use of kitchens.
8. Order food and check as appropriate deliveries for quality, quantity and description.
9. Ensure the correct and economical use of materials and equipment to achieve maximum cost efficiency and quality.
10. Clean kitchen areas and equipment and equipment to required standards.
11. Comply with Health and Safety requirements eg COSHH.
12. Ensure all kitchen equipment used is kept in efficient working order and that any mechanical defects are reported as appropriate.
13. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: The post holder will be required to work with minimal supervision from the line manager.
Responsibility for: The post holder may, on occasions, be required to supervise other staff.

Other factors

Resources

14. The role may include responsibility for items of kitchen/catering equipment and the requirement to manage an allocated budget.

Dorset Council



Working Environment

15. The work environment may vary but will include hot kitchen areas. The role may include lifting, pushing and/or carrying equipment. The post holder will have a set programme of tasks which will be subject to occasional interruptions.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Basic Food Hygiene certificate.	Application form
2. Recognised catering qualification NVQ Level 2	Application form
Experience	
3. Demonstrable food preparation and catering experience.	Application form
4. Demonstrable handling and preparation.	Application form
5. Maintaining excellent hygiene in food preparation areas.	Application form
Knowledge	
6. Excellent food hygiene and catering provision knowledge.	Application form Interview Assessment
7. Proven Menu planning knowledge.	Application form Interview Assessment
Skills and abilities	
8. Stock control.	Interview Assessment
9. High level of practical cooking skills.	Interview Assessment
10. Ability to work to a high standard of food hygiene and health and safety.	Interview Assessment
11. Ability to work under pressure.	Interview Assessment
12. Ability to prioritise own work.	Interview Assessment
13. Ability to work as part of a team.	Interview Assessment
Our values	
14. Respect	Interview Assessment
15. Together	Interview



	Assessment
16. Accountability	Interview Assessment
17. Openness	Interview Assessment
18. Curiosity	Interview Assessment
Other	
19. Willingness to undertake training as required for the role.	Application form
20. Commitment to providing a high quality service.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	**Assessed through:**
21. City and Guilds 706.	Application form
Experience	
22. Supervisory experience	Application form
23. Stock control.	Application form
24. Handling cash.	Application form
Knowledge	
25. Budget management experience.	Application form Interview Assessment
Skills and abilities	
26. Supervisory experience.	Interview Assessment
27. Supervisory skills.	Interview Assessment

Approval
Manager's job title:
Date: