

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Cooks assistant
Job Family:	Cooks assistant. General Operative (G11)
Service:	Operational Services
Location:	Community & Wellbeing Centre
Reporting To:	Catering Hub Manager

Role Purpose: <i>Why the role exists and its contribution</i>	<p>The Cook Assistant will be multi-skilled across all areas of the kitchen, providing essential support and coverage for the Catering Hub Manager in their absence. This role is crucial for ensuring the continued delivery of meals for the C & W Centre and home meal services.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

<ul style="list-style-type: none"> Service Specific 	<ul style="list-style-type: none"> Assist the Catering Hub Manager with ordering, stock control, preparation, cooking, serving, and clearing after service. Deputise for the Catering Hub Manager in their absence by creating diverse menu options for the restaurant and baking cakes, pastries, and savoury goods for the servery. Supervise and/or undertake duties related to the Meals at Home operations as needed. Ensure that health and safety requirements in the kitchen are met. Adhere to all food hygiene guidelines. Competently and securely operate industrial-standard ovens, cooktops, Bain Maries, dishwashers, walk-in freezers, and other kitchen equipment. Monitor and record all food hygiene information and procedures. Track stock levels and supplies to minimize waste. Accurately and confidently inform service users about any relevant issues regarding allergies and the contents of all food
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	produced in the restaurant.
Generic Duties	<ul style="list-style-type: none"> • Work under instruction, both individually and as part of a team, to contribute to the cleanliness of the site. • Participate in training provided to successfully perform the role and meet expected standards. • Meet designated targets within specified time frames as outlined in the agreed work schedule for each day or week. Deliver results in accordance with relevant standard operating procedures and training, contributing to My Performance Conversations. • Proactively respond to and resolve any issues that arise in addition to the agreed work schedule. • Wear the appropriate uniform and protective clothing provided, and conduct yourself in a manner that promotes the professionalism of Epsom & Ewell Borough Council. • Operate in a way that protects your health and safety, as well as that of others, in accordance with the Health and Safety at Work Act 1974. This includes regularly checking the work environment to ensure it is safe for yourself and anyone else present. • Take responsibility for raising any issues, concerns, or suggestions to help the Catering Hub Manager meet targets and ensure the Council complies with its statutory requirements. • Work across different delivery teams as needed and report on activities and progress to the supervisor when requested. • Assist and instruct temporary employees as required.

The key decision making areas in the role
<p>Inform and advise colleagues and service users on matters related to food production, health and safety, and food hygiene.</p> <p>Communicate and liaise with the Catering Hub Manager and the Centre team regarding any health and safety or food hygiene concerns as they arise.</p> <p>Prioritise duties effectively to meet deadlines and demands from both service users and the Council.</p> <p>Remain confident and capable of handling interruptions during the workday.</p>
Customers and contacts

Knowledge of Other Service Areas: Understand the various service areas within the Council/Authority to facilitate effective collaboration and support.

Client/Customer Contact: Maintain regular contact with clients and customers to ensure their needs are met and to foster positive relationships.

Understanding Client/Customer Needs: Be aware of the specific needs of clients and customers for whom you are responsible, ensuring that services are tailored to meet those needs effectively.

Dimensions of the role	
Financial	Non-financial
N/A	<ul style="list-style-type: none">• To deputise, assist and take over duties for the Catering Hub Manager, making sure deadlines are met daily.• Keeping records of issues relevant to Food Hygiene, Health & Safety and stock control• To be mindful of service users' requirement and dietary needs and advise them appropriately• The supervision of kitchen employees and volunteers while deputising for the Catering hub manager.

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
General standard of education	E	x	
Food Hygiene certificate.	D	x	
Knowledge and Experience			
Catering services experience	E	X	X
Information development related to Food hygiene record keeping	D		x
Experience of hospitality	D	x	x
Skills			
Problem solving	E		x
Creativity	E		x
Analytic skills	E		x
Ability to learn new skills (baking and Cooking)	E		x
Ability to work with minimum supervision	E	x	x
Communication skills – written and oral	E	x	
Working under pressure and to deadlines	E		x
Additional Requirements			
Food Hygiene certificate or training or willingness to take on the training.	E	x	X
Cooking and baking knowledge	D		X
Health & Safety training	D		x
Must be legally entitled to work in the UK	E	x	x