

## **Cook - Russets**

**Salary: Band: 5, £25,652 - £27,363 pa, pro rata (£15,599 - £16,639 for 22.5 hours) plus a 7.5% shift allowance.**

**An average of 22.5 hours per week. Hours will be worked over 2 week rota which may include weekends and bank holidays.**

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

## **The Service**

### **What is the purpose of Adult Social care from a service user perspective?**

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

### **What is the role?**

- Managing a set budget and producing nutritionally based meals, including special dietary requirements.
- Planning and producing a varied and exciting menu to meet the requirements of residents.
- Ordering (Following the) stock for the kitchen and dealing with various suppliers.
- Checking the delivery of supplies and arranging appropriate storage.
- Preparing food on a daily basis with the help of a kitchen assistant.
- Being responsible for the overall health and safety in the kitchen, including induction of new staff or agency support to the equipment, environment, and maintenance within the scope of your job role.
- Responsibility to report any concerns to the senior team in a timely manner.
- Ensuring that all kitchen records are kept up to date, including details of menus, budgets and health and safety checks.
- Organising catering for special events.

### **Who is the person?**

You need to have:

1. An advanced qualification in catering, for example, City and Guilds 701/702 and a basic food hygiene certificate (or working towards a suitable qualification)
2. Experience of ordering stock.
3. The ability to budget and cook for a large number of people.
4. A good knowledge of food and nutrition requirements for our specific service, including a good range of special dietary requirements and be able to plan seasonal menus to reflect this.

5. Knowledge and understanding of food safety including IDDSI and food intolerances or allergies. (IDDSI training will be provided).
6. Flexibility in being able to adapt to changing workloads of the team and the requirements of the unit.
7. Good interpersonal and communication skills.
8. The ability to organise and lead kitchen staff.
9. An understanding of the policy regarding safeguarding vulnerable people.

#### **Additional information:**

**How to apply:** Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had. This is important or you are likely not to be shortlisted. Please read alongside the 'How to apply' on the careers page. **Please do not just submit a CV.**

#### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.