



**Candidate Information Pack**

**Somerset  
Council**

# Cook

## SSE Outdoors: Charterhouse

### Job Reference: SCC04779/WS

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If you are interested in finding out more before applying, please get in touch with Annouska Evans on 01761 462267 or email at: [annouska.evans@somerset.gov.uk](mailto:annouska.evans@somerset.gov.uk)

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on [recruitment@somerset.gov.uk](mailto:recruitment@somerset.gov.uk) or telephone on **01823 355074**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.



# What You Will Be Good At

## Work Experience Knowledge & Skills

### Essential

- Experience within a service industry
- Catering experience.
- Knowledge of safe food storage and recording.
- Ability to work safely without supervision.
- Ability to use own initiative to deal with frequent interruptions that may require urgent attention.
- Ability to respond to the demands of an ever-changing environment in a dynamic and customer focussed manner.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)

### Desirable

- Experience of ordering and dealing with suppliers.
- Experience of being a cook in charge in a similar sized kitchen.
- Experience of working with children.
- Knowledge of specialist diets and allergy control.

## Qualifications

### Essential

### Desirable

- Catering Qualifications.
- Basic Food Hygiene.

## Personal Attributes

### Essential

- Trustworthiness
- Approachable
- Flexible approach to working hours.
- Good relationships with colleagues.
- Energetic and enthusiastic.
- Shows initiative.
- Good personal organisation.
- Helpful and supportive to customers.

### Desirable

- Willingness to undertake additional hours if required.

- Demonstrates a commitment to safeguarding and promoting the welfare of children.

All disabled applicants meeting the essential criteria will be interviewed.



# What You Will Deliver

## Key tasks and responsibilities

1. Respond to customer need through the provision of high-quality services.
2. Ensures the delivery of suitable and appropriate meals for all clients and service users, in line with delivery needs.
3. Tasks all Domestic Assistants, overseeing the dining area cleanliness, food service, preparation of meals. The cook will make sure that Domestic Assistants on their shift are following SORLS procedures for Health and Safety and Working Time.
4. Controls the storage of food within prescribed guidelines, recording and dating foodstuffs as appropriate.
5. Monitors and maintains the programme for high standards of kitchen and dining room cleanliness and hygiene, including the cleaning of machinery where appropriate.
6. Regularly takes part in deep cleaning to ensure the highest possible standards of Health, Safety and Hygiene, tasking Domestic Assistants in support of this.
7. Promotes strong provision of Customer Service, often having regular contact with all service users and stakeholders.
8. Responsible for promoting the welfare of children and young people and where relevant support schools and early years settings in safeguarding children though being aware of relevant policies and procedures and understanding how to use these to ensure that children and young people are protected, and all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
9. Understand, uphold, and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

**Contacts & Relationships:**

- Regular contact with the Kilve Court Management Team and administrative team, members of the domestic staff, visiting staff and students, members of the general public, tradesmen and company representatives.
- Promoting the highest standards of customer care at all times, operate with integrity and ensure that all staff are treated courteously.

**Further information specific to this job:**

The successful candidate has a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with.

Somerset Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

This job requires a criminal background check (DBS) via the disclosure procedure.

## What We Will Offer You in Return

<b>Salary and grade:</b>	<p>Grade 15, between £22,737 to £23,114 per annum (pro rata for part time hours)</p> <p>Appointments are normally made at the bottom of the salary scale.</p>
<b>Contract type:</b>	Fixed term until 31/12/2024
<b>Location:</b>	Charterhouse Outdoor Centre, Blagdon, Bristol, BS40 7XR
<b>Hours of work:</b>	32 hours per week. These will be in agreement with the line manager.
<b>Annual leave:</b>	<p>For this grade: <b>25 days or, with more than 5 years continuous service 28 days.</b></p> <p>This is inclusive of two statutory days. In addition, there are 8 bank holiday days.</p> <p>Please note, the amount stated will be pro-rata for part-time and fixed term contract posts.</p> <p>The annual leave year starts on 1<sup>st</sup> April.</p>
<b>Probationary period:</b>	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
<b>Notice period:</b>	Following completion of the probationary period, this post will be subject to a notice period of one calendar months on either side.



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