



JOB DESCRIPTION

Job Title	Cook		
Directorate	Children's Services		
Reporting to	Head of Hospitality		
Grade	13		
Evaluation ref:	TR0221	Job ref:	Family
Role purpose			
<p>The Cook will be responsible for preparing meals that cater to a variety of dietary needs, ensuring food safety standards are met, and contributing to a welcoming and inclusive dining environment. Working as part of a small, dedicated catering team, the Cook will support the smooth operation of the kitchen, from menu planning and stock control to maintaining cleanliness and hygiene. The role requires a proactive and flexible individual who can work independently and as part of a team, often during weekends and evenings, to meet the demands of a busy and dynamic centre. The Cook will also play a key role in promoting sustainability and reducing food waste, aligning with Somerset Council's environmental values.</p>			
Accountabilities			
<p>Deliver High-Quality Catering Services: Ensure the consistent preparation and delivery of nutritious, appealing meals that meet the dietary needs of all centre users.</p>			
<p>Maintain Food Safety Standards: Adhere to all food hygiene, health, and safety regulations, including temperature checks, cleaning schedules, and allergen controls.</p>			
<p>Support Menu Planning: Collaborate with the Catering Manager to develop and adapt menus that are cost-effective, seasonal, and suitable for children and young people.</p>			
<p>Manage Kitchen Operations: Oversee the day-to-day running of the kitchen, including food preparation, cooking, cleaning, and equipment maintenance.</p>			
<p>Stock Control and Ordering: Monitor inventory levels, place orders with approved suppliers, and ensure proper storage and rotation of stock to minimise waste.</p>			
<p>Cater for Special Dietary Requirements: Prepare meals that accommodate allergies, intolerances, religious, and lifestyle dietary needs, ensuring compliance with individual care plans.</p>			
<p>Team Collaboration and Supervision: Work effectively with other kitchen staff and provide guidance or supervision as needed.</p>			
<p>Customer Service: Provide a friendly and professional service to all guests, contributing to a positive and inclusive dining experience.</p>			
<p>Compliance and Record-Keeping: Maintain accurate records of food safety checks, cleaning logs, and stock usage in line with council policies and inspection requirements.</p>			

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Promote Sustainability: Implement practices that support environmental sustainability, such as reducing food waste and using locally sourced ingredients where possible.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of food hygiene and safety regulations and best practices.	✓	
Understanding of dietary requirements including allergens, intolerances, and special diets.	✓	
Awareness of nutrition and balanced meal planning for children and young people.	✓	
Knowledge of stock control and food ordering processes.		✓
Familiarity with sustainability practices in catering, such as reducing food waste.		✓
Understanding of safeguarding principles in a setting with children and young people.		✓
Experience		
Experience working in a commercial or institutional kitchen environment.	✓	
Experience preparing meals for large groups, particularly children or young people.	✓	
Experience working to food safety and hygiene standards, including HACCP.	✓	
Experience managing or supporting junior kitchen staff.		✓
Experience catering for a wide range of dietary needs.		✓
Experience working in an educational or residential setting.		✓
Qualifications / Registrations / Certifications		
Level 2 Food Safety and Hygiene Certificate or equivalent.	✓	
Level 3 Food Safety and Hygiene Certificate.		✓
Allergen Awareness Training.		✓
First Aid Certificate.		✓
Health and Safety in the Workplace qualification.		✓
Catering or hospitality-related NVQ or equivalent qualification.		✓

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Skills		
Ability to prepare and cook meals to a high standard under time constraints.	✓	
Strong organisational skills to manage kitchen operations and stock.	✓	
Good communication skills to liaise with staff, suppliers, and centre users.	✓	
Ability to work independently and as part of a team.	✓	
Ability to adapt menus and recipes to meet dietary requirements.		✓
Working Conditions		
<p>The Cook will work in a busy kitchen environment within a residential outdoor education centre. The position requires standing for extended periods, working near hot surfaces and equipment, as well as handling food and cleaning chemicals in accordance with health and safety regulations. The role may involve lifting and carrying heavy items such as food supplies and kitchen equipment.</p> <p>The Cook will be expected to work a flexible schedule, including early mornings, evenings, weekends, and public holidays, to meet the needs of residential groups and visiting schools. The working environment is collaborative but can be physically demanding, especially during peak periods when large groups are on site. The role may also involve occasional outdoor work, such as supporting BBQs or outdoor catering events.</p>		
Dimensions of the role		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position		
Corporate Accountabilities		
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.		

Date: 28.05.2025