BIRMINGHAM CHILDREN'S TRUST

Job Description

Cook

Job Details	
Grade	A
Number of Posts	1
Department	Residential
Reporting to	Team Manager

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.

- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities
Job Purpose • To provide meals, special diets, cultural and religious requirements, to a multi-cultural group of young people (and nominated staff supervising young people during mealtimes in the unit). • To maintain a standard of hygiene in keeping with Health and Safety Guidelines and Hygiene Regulations.
Duties & Responsibilities
• To prepare meals in accordance with daily menus, specifically concentrating on special diets, cultural requirements, young people's/children's choice, etc.
• To take responsibility for menu planning and portion control for all meals.
• To ensure Health and Safety Standards and Hygiene Regulations are observed in the kitchen and dining areas, reporting defective machinery or equipment to the Unit Manager or Deputy.
• To supervise other catering staff, as appropriate, including delegation of duties, work rotas and training.
• To undertake administrative duties as required, for example, ordering of supplies and control of budgets.
• To ensure all meals are presented to a high standard creatively.
• To participate in the preparation and provision of buffets for celebrations, special events and occasions.
• To contribute towards future developments of meal provision.

• To ensure all cooking implements are cleaned and stored away securely at all times. The Cook is required to clean the kitchen including equipment, kitchen floor, walls, sills, worktops, cookers and all other equipment to fulfil the role.
• To attend staff meetings as required.
• To receive regular supervision (within the Department's framework) from a senior member of staff identified by the Unit Manager. Your work would be regularly supervised, or your supervisor would leave you to work within established guidelines subject to scrutiny. At times you would also be expected to plan your own work to ensure you are meeting the defined objectives. As part of your induction you would be advised regarding the level of supervision you would receive.
• To undertake other duties at a similar level of responsibility as directed by the Unit Manager or Deputy.
• To undertake training as necessary.

<table>
<tr><th colspan="2">Key Information</th></tr>
<tr><td>Is a Safeguarding Check needed?</td><td>Dropdown Options:
<table>
<tr><th></th><th>Children</th><th>Adults</th><th>Children and Adults</th></tr>
<tr><td>Basic</td><td></td><td></td><td></td></tr>
<tr><td>Enhanced</td><td></td><td></td><td>x</td></tr>
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<tr><td>Will this position have Line Manager Responsibility?</td><td>Dropdown Options:
No</td></tr>
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	**Method of Assessment (M.O.A)**	ESSENTIAL
Qualifications	AF	City and Guilds 706/1 & 2 or a recognised catering qualification.
Qualifications	AF	Basic/intermediate Food Hygiene Certificate or equivalent.
Training	AF/I	Commitment to attend relevant training courses
Experience	AF/I	Preparation and cooking of meals in a domestic or industrial setting.
Experience	AF/I	Experience of cooking for people from different cultural backgrounds
Skills	AF/I	Ability to provide a high standard of hygiene especially in the kitchen.
Skills	AF/I	Written and verbal communication skills.
Skills	AF/I	Knowledge of needs of children of various cultures.
Skills	AF/I	Understanding of Equal Opportunities.
Skills	AF/I	Knowledge of appropriate foods.
Skills	AF/I	Knowledge of required Health and Safety standards.
Skills	I	Ability to work on own initiative.

Other	I	Must be able to recognise and challenge discrimination.
Other	I	Ability to work shifts on a rota basis and to work flexibly to provide effective service delivery.
Other	I	Must be prepared to work weekends and Bank Holidays when required.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.