

JOB SUMMARY

Post Title	Assistant Cook						
Job Family	<i>Service Delivery</i>	Pay Range	<i>04</i>	Line Manager to others?	No	Role profile ref	
Service Area	ASCHN Internal services						
Line Manager	Registered Manager (or a person delegated by them)						
Location	Any establishment						

Job Purpose			
Our Assistant Cooks play a crucial role in our services, supporting our Cook with the day to day running of a clean, tidy, healthy and pleasant kitchen environment that provides nutritious food and fluids to the people we support.			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ol style="list-style-type: none"> 1. Support the Cook; Undertaking tasks as directed, preparing and serving meals and completing all required paperwork associated with Food Safety and Hygiene and Client Recording 2. To maintain the cleanliness and Infection Prevention and Control Standards of the Kitchen and wider environment 3. Have a working understanding of dietary allergens and dietary requirements of the individuals who use our service 4. Support the individual's using our service to maintain good nutritional intake, recognising the need for choice, flexibility and a person centred approach. 5. Completion and Accountability for the completion of required training for the role. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.		Y	
Evidence of practical experience in an appropriate work environment		Y	
Safe and competent use of relevant equipment / tools.	<i>All training on the use of equipment and chemicals will be provided</i>		Y
Knowledge of relevant health and safety procedures.		Y	
Ability to communicate clearly.		Y	
Basic literacy and numeracy.		Y	
Basic knowledge of ICT systems.			Y
Able to maintain accurate records as and when required.		Y	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		Y	
GCSE level qualifications or equivalent			Y
Other Requirements			
<p>The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.</p> <p>The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health & safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.</p>			

JOB SUMMARY

All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.

Organisation Structure

- **Director of Adult Social Care & Housing / Assistant Director**
- **Service Manager / Nominated Individual**
- **Registered Manager**
- **Deputy Manager(s)**
- **Assistant Manager**
- **Support Workers**
- **Cook/Assistant Cook/Domestic/Laundry Assistant/Kitchen Assistant**