

JOB TITLE: Station Cook
GRADE: HA
REPORTS TO: Station Commander
TEAM: Fire & Rescue
DEPARTMENT: Community Protection

Purpose of the Job

To organise, plan and prepare menus, providing a full range of meals in liaison with the Mess Manager of food, snacks and beverages, including the cooking and serving of meals for station personnel.

Main Areas of Responsibility

- To be responsible for all activities undertaken within the kitchen area
- To carry out shopping duties in liaison with the Mess Manager
- To maintain accurate records of the ordering and supply of goods and financial matters associated with the kitchen
- To be responsible for the maintenance of a high standard of hygiene within the kitchen area. This will involve the cleaning of the kitchen, its surrounding areas and the equipment
- To be aware of and responsible for Health and Safety within the kitchen area
- To undertake any additional catering duties at the request of the Station Commander e.g. preparation of special meals for station guests and visitors
- To undertake such other duties as may reasonably be required by the Station Commander commensurate with the grade of the post.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- You must have basic numerical skills and be able to prepare well-balanced, nutritious meals, plan menus to meet the different requirements of the group
- You will have basic numerical skills with experience of keeping accurate catering accounts and records, planning menus within a budget
- You will have a sound understanding of health and safety, and food hygiene in a food preparation area
- You are required to prepare a variety of well-balanced and nutritious meals, be organised and plan menus, to fulfil differing group requirements
- You are required to keep accurate catering accounts and records and planned menus within a budget
- You will have an understanding of the need for high standards of safety and hygiene within a designated kitchen area
- You are required to organise and carry out additional catering duties and had to work flexibly to meet the needs of the service
- The post holder is required to work out of other locations, and it would be desirable for you to hold a valid driving licence. Do you hold a current, valid driving licence?

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity, or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).