

Cooks

Cook 1

"Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking and the serving of food.

Duties will include basic preparation of food and beverages (for example preparation of vegetables and snacks); simple cooking (for example reconstitution of prepared food); transporting and serving of meals; general kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables); and cleaning of the kitchen, its surrounds and equipment."

Cook 2

"Undertake, in addition to the job outlined for Cook 1, operations connected with the preparation and cooking of meals.

Duties will include preparation of food and beverages, cooking of meals in accordance with menus; and the organisation of serving of food."

Cook 3

"Responsible for all activities in a smaller kitchen and/or in a larger kitchen responsible to a Cook 4, or such other officer as may be determined by the Authority, for the preparation and cooking of meals.

Duties will include skilled cooking activities connected with the full range of meals (for example preparation of menus, portion control and the provision of special dietary meals where appropriate); record keeping (for example ordering of supplies); control of hygiene, health and safety in the kitchen; the direction and/or supervision of other employees; and operational control of service points including transported meals."

Cook 4

"Responsible for all activities in a larger kitchen and its surrounds connected with the provision of a catering service.

Duties will include: provision of food (including menu planning and portion control as well as food preparation and cooking); organisation and supervision of food service; supervision of other employees (including allocation of duties, work rotas and training); supervision of control of hygiene, health and safety; security of kitchen and its surrounds; ensuring equipment is maintained; and clerical duties (for example, ordering of supplies, control of budgets)."

Dining Room Assistant

"Undertake, individually or as a member of a team, the preparation of dining areas and serving meals.

Duties will include: preparation of the dining area (for example, setting up and clearing away tables, chairs and serving points); transporting and serving of meals; washing up; and clearing of the dining area, its surrounds and equipment."