



Falkland Islands Government – Job Description

Job Title:	Cook		
Department:	Education	Section:	Stanley House Hostel
Reports to:	Senior Houseparent		
Grade:	Falkland Islands Government Grade – G1		

Job Purpose

To be responsible for the planning and provision of meals for students, staff and visitors at Stanley House. To ensure that a high standard of cleanliness and safety are paramount.

Main Accountabilities:

- To plan menus for students and staff and visitors providing a varied and balanced diet taking into account the special dietary needs & food resources available.
- To ensure the effective and efficient management of the kitchen, equipment and supplies.
- To provide appropriate meals in support of outdoor and other activities (eg packed lunches) organised by the hostel or by the schools.
- To ensure that the highest standards of hygiene, cleanliness and safety prevail in the Kitchen, Pantry and Servery. (Deep Cleans at the end of half/end of terms)
- To be responsible for the ordering and keeping within budgetary requirements and storage of food thus ensuring that a ready supply of ingredients are available.
- To be responsible for producing work schedules and rotas for the kitchen.
- Consult with management, staff and student on matters relating to menus and use of the kitchen in support of the aims and objectives of the hostel.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

- There is a requirement to work alternate week-ends.
- Required to work during term time and such additional periods as children are in residence (i.e. flight delays, examinations etc.)
- Must have a flexible approach to working practises. (Emergency cover if other cook off due to illness/bereavement)
- Keep inventory of kitchen equipment (To make request for update of equipment for budgetary requirements)
- Stock control of all provisions.



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Criminal Record Checks - This post is regarded as a sensitive post	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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Person Specification:	Cook		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
The job holder should hold a current qualification in Health and Hygiene for working in Kitchens or demonstrate a willingness to obtain the qualification at the earliest opportunity	✓		A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, Skills and Experience:			
At least three years' experience of catering for large numbers	✓		A/I/R
Demonstrate a sound understanding of the principles of good diet, especially in relation to children aged 9-16 years	✓		A/I
Needs the skills and confidence to work unsupervised	✓		I/R
Personal Attributes:			
Good interpersonal skills. (Able to communicate well with students/parents/colleagues)	✓		A/I/R
An enthusiasm for working in a kitchen environment	✓		I/R
Attention to detail	✓		I/R
Clean and organised	✓		I
Ability to work as part of a team	✓		A/I/R
Enjoy working in a child-centred environment	✓		A/I

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference