



Falkland Islands Government – Job Description

Job Title:	Cook		
Department:	Health and Social Services	Section:	Facilities
Reports to:	Head Cook		
Grade:	Falkland Islands Government Grade – G1		
Job Purpose			
Work to an agreed high standard and as part of a close-knit team to prepare, cook and deliver daily meals to the KEMH, Tussac House, community and the RFIP Prison.			
Main Accountabilities:			
<p>Under the supervision of the Head Cook provide nutritional, well presented and varied meals on a daily basis.</p> <p>Assist the Head Cook in planning and preparing cost-effective meals, with consistent portion control.</p> <p>Preparing meals with specific dietary requirements, as directed by clinical staff.</p> <p>Assist the Kitchen team with the supply to internal departments of required rations.</p> <p>Assist Kitchen team with the receiving, checking and recording of rations to ensure stock is correct and rotated, including stock takes. This includes cold and dry storage areas.</p> <p>Maintain excellent hygiene and kitchen cleanliness standards, with regular participation in scheduled deep cleaning.</p> <p>In the absence of the Head Cook, assist with shift rotas to ensure adequate staffing levels are maintained for service delivery.</p> <p>Care for equipment whilst reporting any concerns or malfunctions to Head Cook.</p> <p><i>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.</i></p>			



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Additional Information:

Required to work on a seven day rota system providing cover from 6.30am to 6pm sometimes unsupervised.

Must be prepared to work out of hours to receive/ issue rations and cover for staff holidays and illness.

Criminal Record Checks - This post is regarded as a sensitive post

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).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

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.



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Person Specification:	Cook		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
A good standard of education including minimum GCSE grade 4 in English and Maths, or recognised equivalent	✓		A/I
Current catering qualification		✓	A/I
Food Handling certificate		✓	A/I
Knowledge, Skills and Experience:			
Experience of catering for large numbers of people	✓		A/I
Able to work without supervision	✓		A/I
Knowledge of Health and Safety in the workplace, including manual handling	✓		A/I
Must be able to maintain high standards of cleanliness and hygiene	✓		
Experience of catering in a hospital environment		✓	A/I
Personal Attributes:			
Must be able to work well in a small team	✓		A/I/R
A flexible, organised and reliable approach to the working environment	✓		A/I/R
Ability to show initiative and prioritise workload	✓		A/I/R
Clear understanding of how to apply confidentiality, and information sharing for best principles and practice	✓		A/I/R
Able to align with FIG core values – diverse, professional, resilient and resourceful	✓		A/I

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference