



## Person Specification

Job Title

**Cook**

Qualifications		✓
Essential		
1. City & Guild 706/1 and 706/2 / Diploma cookery level 2 or equivalent		A
2. Basic Food Hygiene Certificate		A
3. Basic Nutritional experience or qualification		A
Desirable		
1. Level 3 Supervisory Food Safety		A
2. Level 3 Nutrition and Special Diets		A
3. Maths and English level 2		A
Key skills		
Essential		
<ul style="list-style-type: none"> <li>Minimum 3-years relevant experience in large catering kitchens, cooking fresh produce. Preferably experience across different kitchens within the food industry.</li> <li>Demonstrable knowledge and track record of implementing Food Safety procedures and managing HACCP.</li> <li>Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety.</li> <li>Creativity and aptitude in culinary arts, with a wide knowledge of dishes and food production techniques.</li> <li>Have a solid understanding of dish engineering and the development of high-volume food and meal production.</li> <li>Knowledge of technical food safety, allergen awareness and control, ability to effectively use specific nutritional software for packaging, labelling, product specifications and data logging for the safe labelling of all prepared foods.</li> <li>Excellent IT skills</li> <li>Ability to use own initiative to drive success, working independently and having responsibility as an individual to identify opportunities be creative.</li> <li>You should have excellent customer service skills, a passion for cooking and a can do will do attitude.</li> <li>You will need to be a strong, energetic and harmonious communicator to build relationships and deliver effective teamwork.</li> </ul>		A/I
		A/I
		A/I
		A/I
		A/I
		A/I
		A
		A/I
		A/I
		I
Desirable		
<ul style="list-style-type: none"> <li>Experience of working with a diverse team, volunteers or people with learning difficulties</li> <li>Understanding of how Portland College operates and its core objectives.</li> <li>Passionate about tackling food waste, demonstrating a commitment to sustainability, renewable, re-useable outcomes.</li> <li>Being multi-skilled and flexible having the ability to go the extra mile and strive for success</li> <li>Portland College is an equal opportunities employer and so at all times you will: <i>Be courteous and demonstrate the Colleges Equality and Diversity policy</i></li> </ul>		A/I
		A
		A/I
		A/I
		A/I



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*Take responsibility for the safety of volunteers and learners who join you.  
Support the Volunteer Manager in ensuring all volunteers have a valuable and rewarding experience whilst attending Portland College*

### Experience

#### Essential

- |  |   |
|--|---|
| 1. A minimum of 2 years' experience in a similar role within a fresh food preparation catering environment e.g. Hotel, Restaurant or Conference Facility | A |
|--|---|

#### Desirable

- |  |     |
|--|-----|
| 1. Experience of Managing and supervising a team   | A/I |
| 2. Experience of specialist catering techniques, such as patisserie, sugar crafts and special dietary requirements | A/I |

### Knowledge

#### Essential

- |   |   |
|---|---|
| 1. Able to work as part of a large team | I |
|---|---|

#### Desirable

- |                                      |   |
|--------------------------------------|---|
| 1. Safe moving & handling procedures | I |
|--------------------------------------|---|

### Other personal requirements

#### Essential

- |  |   |
|--|---|
| 1. Willing to undertake training, qualifications and CPD Activities  | I |
| 2. The post holder should be prepared to work flexibly with working hours/ patterns accepting an equal and fair share of extra paid hours to fulfil duties and responsibilities of this position, in accordance with the needs of the College. | I |

### ✓ How we intend to assess your match with our person specification

**A** Application Form

**C** Assessment Centre

**I** Interview