



HEREFORD & WORCESTER
HWR
FIRE AND RESCUE SERVICE

Job Description

Station Cook

Department:	Station 21 - Worcester
Grade:	Scale 3
Responsible to:	Station Manager
Responsible for:	No Direct Staff Supervision

Main purpose of the job

To arrange for the provision of meals and drinks to operational fire-fighting personnel, staff and other visitors to the station, as directed.

Key Duties and Responsibilities

- To arrange menus and be responsible for the purchase of foodstuffs, as directed.
- To prepare hot meals, snacks and hot and cold drinks.
- To serve meals at times arranged.
- To clear away after meals, washing utensils and crockery.
- To dispose of refuse.
- To keep clean all utensils, storage areas, floor surfaces, working surfaces, cooker, refrigerator, microwave and all other equipment provided, in accordance with hygiene regulations.
- To prepare buffet type meals for groups on special occasions, eg presentations etc.
- To promote, implement and comply with Service policies, procedures, practices and principles.
- To ensure that service delivery and employment decisions are made in accordance with published Service policies, particularly those relating to equality of opportunity. To comply with and promote allied policies and procedures.
- To treat all individuals without exception with dignity and respect. To initiate appropriate action and procedures where breaches are evident.
- To undertake such other duties as may be assigned which are consistent with the nature of the job and its level of responsibility.



Person Specification

Station Cook

Qualifications and Training

The applicant **MUST** have:

- food hygiene certificate.

It is **DESIRABLE** that the applicant has:

- City & Guilds 7061/2

Experience

The applicant **MUST** have:

- experience gained in general catering;
- experience of menu planning, portion control, stock ordering and control

Skills and abilities

The applicant **MUST** have:

- a flexible and willing approach;
- ability to use own initiative.

Other factors

The applicant **MUST**:

- demonstrate high standards of health, safety and hygiene;
- be willing to undertake training, if required;
- be committed to preventing and eliminating all forms of discrimination.