



Falkland Islands Government – Job Description

Job Title:	Cook		
Department:	Health and Social Services	Section:	Facilities
Reports to:	Hospital Manager		
Grade:	Falkland Islands Government Grade – G1		

Job Purpose

Work to an agreed standard as part of a team to prepare, cook and deliver meals to hospital patients, staff, meals on wheels, day centre and prisoners. There is a requirement to cater for any special dietary needs under the direction of the Hospital Manager.

Main Accountabilities:

Under the supervision of the Head Cook provide well balanced, well presented and varied meals on a daily basis including three main meals and afternoon tea

Assist the Head Cook in planning menus and maintaining of portion control.

Assist the Head Cook in preparing special diets for patients in liaison with medical and nursing staff.

Assist the Head Cook with the supply to internal departments of required rations.

Assist Head Cook with the ordering, receiving, checking and recording of rations to ensure stock is correct and rotated

Assist the Head Cook with the preparation of shift rotas.

Ensure kitchen cleanliness, staff hygiene is maintained to a high standard bearing in mind the vulnerability of the cliental.

Care for and control the use of equipment to ensure that equipment is available for use.

Assist the Head Cook in ensuring that the service provided is cost effective

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.



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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:				
Able and willing to work towards qualifications	✓		A/I	
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 place of work	✓		A/I	
Experience of catering in a hospital environment		✓	A/I	
Personal Attributes:				
Must be able to work in a small team	✓		A/I	
Must be flexible about working hours	✓		A/I	
Able to show initiative	✓		A/I	
Well organised	✓		A/I	
Reliable	✓		A/I	
Must be able to lift heavy pots of food	✓		A/I	
Experience of team working		✓	A/I	
Some knowledge and experience of rations and stock procedures i.e. rotation of food products		✓	A/I	

Method of assessment:

A - Application Form I - Selection Interview R – Reference