



JOB PROFILE

JOB TITLE:	Cook
SALARY GRADE:	Grade 4
SALARY RANGE:	£24,790 - £25,183
J E REFERENCE:	A701
DIRECTORATE:	Strategy & Performance
TEAM:	Customer Service Team
LOCATION OF WORK:	Service Headquarters, Training & Development Academy, and any other location across Merseyside
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Catering Manager

JOB SUMMARY

To provide a wide-ranging catering service under the direction of the Catering Manager.

MAIN DUTIES / RESPONSIBILITIES

1. To prepare, cook and serve a variety of food and beverages, including buffets for visitors, staff and events.
2. To prepare, cook and serve high-quality food and beverages for special and formal occasions that take place throughout the Service.
3. To be responsible for the control of hygiene and health and safety in the kitchen and dining area, including washing up, cleaning of the kitchen, its surrounds and equipment, setting up and clearing away tables and equipment in the kitchen and dining areas.
4. Handling payments for meals and refreshments.
5. Dealing with relevant queries via telephone and in person.
6. Be involved with community based cooking initiatives to promote healthy eating and safety in the home.
7. Ordering of foodstuffs to maintain adequate supplies for meals, buffets and refreshments at TDA and SHQ.
8. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

MERSEYSIDE FIRE & RESCUE SERVICE OUR VISION

To be the best Fire & Rescue Service in the UK. One team, putting its communities first.

MERSEYSIDE FIRE & RESCUE SERVICE OUR PURPOSE

Here to serve. Here to protect. Here to keep you safe.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

We serve with courage

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with integrity

- By doing the right thing even when its hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with compassion

- By acting with empathy and kindness
- By actively listening – hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

INTERPERSONAL & COMMUNICATION SKILLS

The jobholder is involved in exchanging information to inform members of the public . The provision of information is required to a range of different types of audience.

RESPONSIBILITY FOR FINANCIAL RESOURCES

The jobholder has some responsibility for financial resources. He/she has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are relatively small. The jobholder personally handles or processes small amounts of cash, cheques or other near-cash equivalent.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The jobholder's main responsibility for physical resources is for equipment and/or tools, which he/she has to use to do the job. The jobholder also has a responsibility for supplies and/or stocks and this includes responsibility for procuring or ordering a limited range of these, to meet service or other requirements.

WORKING CONDITIONS

The jobholder normally works indoors but he/she has regular exposure to disagreeable, unpleasant or hazardous situations for a small proportion of the total working time.

PHYSICAL DEMANDS

This job requires the jobholder to stand or walk for a very large proportion of the total working time. Lifting/carrying is also a feature requiring a high level of effort for a small but distinct proportion of the total working time.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	Catherine Brown
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Prepared / revised by:	November 2024
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