

## Service Document Standard Form:

### Role Profile: Station Cook

Linked documents: Job Evaluation Guidance Note



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#### ROLE DETAILS:

<b>Role Title:</b>	Station Cook
<b>Grade:</b>	C
<b>Service area:</b>	Service Delivery
<b>Responsible to:</b>	Station Commander

#### PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

To provide an efficient and effective cooking and catering service to the highest possible standards of quality and healthiness, in accordance with allocated budget, Service procedures and relevant legislation

#### DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

**Financial** – To maintain accurate records of income and expenditure for the catering facility

**Staff Responsibilities** – N/A

**Any other statistical data:** N/A

#### PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- Setting up, cleaning and organising work stations and ensuring work areas are clean at end of shift
- Preparing ingredients; washing vegetables, chopping, seasoning meat, etc.
- Preparing oven, utensils, and grill
- Operates various kitchen appliance such as a blender, oven, grill, or stand mixer
- Cooking orders according to food health and safety standards
- Make adjustments to food items to accommodate guests with allergies or specific diet concerns
- Recommending ideas for weekly meal planners

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- To provide catering for corporate events as required
- Handling multiple food orders at one time
- Delivering food orders in a timely manner
- Storing all food properly
- Sanitizing and cleaning work stations and utensils
- Reordering stock and food supplies
- Keep accurate records and accounts of food purchases
- Assisting other cooks in preparing food or helping other team members when needed
- To report any defects or potential hazards to the line manager
- To co-operate fully with statutory inspections and implement any recommendations as appropriate

#### **DECISION MAKING:**

**Make decisions:** There will be an expectation for the post holder to make decisions related to their level, however outputs will be overseen by the line manager

**Significant say in decisions:** The post holder will be required to contribute to the weekly catering and routine priorities

#### **CONTACT WITH OTHERS:** *The frequent contact the role holder has with others and for what purpose*

**Internal:** At all levels within the Service, including partner agencies and visitors

#### **PERSONAL REQUIREMENTS:**

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the

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responsible handling of personal information

- To ensure all aspects of health and safety are adhered to. Ensuring that all staff, visitors, contractors etc. within the area are in compliance with statutory requirements and Service policies and procedures
- To undertake, with appropriate training, the duties of other roles as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

### **REQUIREMENTS: Essential Criteria**

*The skills, knowledge, qualifications and training required to perform the role*

#### **Qualifications & Training:**

- Relevant catering qualifications e.g. Basic Food Hygiene, City and Guilds or willingness to work towards
- Relevant Health and Safety training

#### **Experience:**

- Previous cooking and catering experience

#### **Skills:**

- Good customer service skills
- Good attention to detail
- Good verbal and written communication skills
- Self-motivated
- Ability to work to time sensitive deadlines with high attention to detail
- Ability to work within a team and to interact with individuals at all levels
- Able to prioritise tasks
- Able to work confidently within the team and to interact with individuals in a friendly courteous manner and is tolerant in their approach

#### **Knowledge:**

- Awareness of Health and Safety including COSHH Regulations

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**REQUIREMENTS: Desirable Criteria**

*The skills, knowledge, qualifications and training required to perform the role*

**Skills:**

- Computer literate and ability to use Microsoft Office packages and other IT applications

**ANY ADDITIONAL INFORMATION:** *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.