

Person Specification

Position Title	Cook
Division / Section	Edinburgh Outdoor Learning, Sports and Outdoor Learning Unit
Service Area	Communities and Families
Responsible To	Facilities Coordinator

Person Specification

Qualifications, training & professional membership	<ul style="list-style-type: none"> SQA Level 1 or equivalent in relevant subject or previous relevant experience. 	Essential
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The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

KNOWLEDGE AND EXPERIENCE

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| • Experience and knowledge of Cook Safe System and health and safety within a kitchen. | Essential |
| • Experience and knowledge of how to operate all machinery within a kitchen. | Essential |
| • Have an understanding of and ability to contribute to effective stock and portion control | Essential |
| • High level of interpersonal skills and sensitivity, particularly in relation to the interaction with a diverse customer base | Essential |

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| • Ability to work evenings and week-ends as required | Essential |
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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

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| Customer focused | <ul style="list-style-type: none">● Is respectful and courteous to customers/clients● Understands and resolves customer/clients needs● Takes opportunities to improve customer/client services● Is aware of service levels expected and strives to meet them● Seeks and acts on feedback from customers/clients● Supports others when dealing with customers/clients. |
| Works Effectively with others | <ul style="list-style-type: none">● Treats others in a fair and equal manner● Considers and respects other peoples ideas/opinions● Co-operates with others in the workplace● Adapts own views and ideas for the good of the team● Goes out of their way to help others. |
| Managing change | <ul style="list-style-type: none">● Is willing to try new or different ways of working● Displays a flexible attitude to duties and responsibilities● Reprioritises own work when deadlines are changed● Helps others to adapt to change. |
| Taking Ownership and Responsibility | <ul style="list-style-type: none">● Manages own time effectively and works productively● Responds positively to feedback and takes appropriate action● Ensures own knowledge and skills are sufficient for the job● Considers how own behaviour affects others and changes accordingly● Recognises and acts when something needs to be done |
| Communicating Effectively | <ul style="list-style-type: none">● Listens carefully and asks questions if understanding is unclear● Uses simple and clear language● Seeks advice when necessary● Provides clear and accurate information● Uses appropriate body language and eye contact. |
| Planning and Decision Making | <ul style="list-style-type: none">● Works in a planned and organised way● Follows instructions and procedures● Understands what decisions can be taken within own duties and makes them when required● Takes account of available resources when planning own work activities. |