



STATION COOK BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre and Corporate Services.

This post is within the Operational Response Team (Fire Stations), within the Service Delivery Directorate, and reports to the Station Manager.

You will work at a particular AF&RS Station in order to provide a catering service to Station personnel. Occasionally it may be necessary to work at another Station within the local area, in order to provide essential catering support.

You will provide simple, wholesome meals and snacks using foodstuffs normally provided by relevant Station personnel. Whilst the range of meals provided will, of necessity, be limited, it is important that you try to meet the needs of Station personnel as far as is reasonably practical. This normally comprises breakfasts or lunches and may include leaving food prepared for an evening meal.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.



Job Description, Core Values and Person Specification

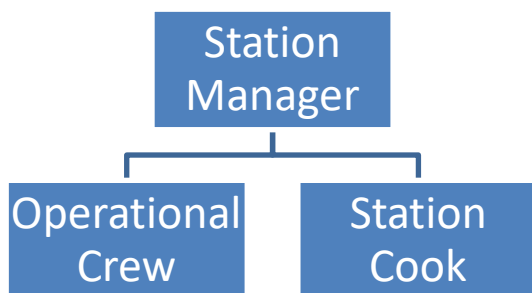
Job Title	Station Cook
Post Number	1407, 1407T-PT with the possibility of extension, 1408, 1409, 1410, 1411, 1424, 1425, 1426, 1427, 1428
Grade	HAY 12
Duration of Post	Fixed term for 6 months
Hours	Maximum 12 hours a week over 2 days
Directorate	Service Delivery
Unit or Team	Operational Response – Fire Stations
Reports to (give job title)	Station Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	19 June 2023

Purpose of Job:

To provide a catering service at a Fire and Rescue Station for employees, or visitors to occasional events.

To maintain compliance with Food Hygiene Regulations and AF&RS's Food Safety Policy.

Structure Chart:



Responsibilities and Duties:

1.	Prepare, cook and serve simple healthy meals, as required, using foodstuffs provided by the relevant Station Personnel.
2.	In emergency situations which cannot be covered by Station personnel, shop for foodstuffs locally, to be reimbursed by petty cash or from Mess Club Funds as appropriate.
3.	Responsible for maintaining the kitchen and all equipment to a safe and hygienic level, including carrying out cleaning duties in accordance with laid down daily and weekly cleaning schedules, reporting faults and breakdowns as necessary.
4.	Apply good working practices to maintain hygiene within the kitchen, particularly to avoid cross contamination of cooked and raw food, or their contact with food waste or other possible contaminants.

5.	Monitor and record fridge and freezer temperatures and take any necessary remedial action to maintain the safe storage of contents. Report temperatures outside acceptable limits to the Station Manager or line manager. Monitor and report out-of-date foods to the Station Manager or your line manager, to ensure they are disposed of and not consumed.
6.	Provide basic catering, such as finger buffets, for occasional community safety and other social events held at the Station, as required. Occasionally, where buffets or basic meals are required, you may be asked to purchase the food and be reimbursed via petty cash.
7.	Where required, purchase basic consumables in bulk for refreshments for the Community Safety Centres, and forward to the Centres upon request.
8.	Order cleaning materials and receive and respond to safety data sheets provided.
9.	Maintain good personal hygiene and present for duty wearing clean clothes and in the uniform provided, in order to display best standards of hygiene.
10.	Ensure your Station Manager or your line manager is informed immediately of any illness/infection which could affect hygiene in the kitchen or whilst carrying out catering duties, as set out in the 'General Guidelines for Persons Involved in the Preparation and Serving of Food'.
11.	Monitor routine 'deep cleans' and report any concerns to the Station Manager or line manager.
12.	Ensure food waste, packaging and other waste is disposed of in accordance with Service policy and the requirements of the relevant Local Authority recycling and waste collection arrangements.
13.	Maintain accurate records as required.
14.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions:

1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at a designated relevant Fire Station. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
4.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
5.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
6.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.

7.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
8.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		Date	
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:

Job Holder		Date	
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See following page for Person Specification

Person Specification					
Job Title	Station Cook				
Post Number	1407, 1407-T, 1408, 1409, 1410, 1411, 1424, 1425, 1426, 1427, 1428				
Grade	HAY 12				
Qualifications, knowledge, experience, skills and personal attributes required for the job:					
		E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
			A	T	I
Qualifications/Knowledge					
A good understanding of hygiene, food safety requirements and kitchen management.		E	X		X
Possession of a Basic Certificate in Food Hygiene (Level 1) would be advantageous.		D	X		X
If a Basic Certificate in Food Hygiene (Level 1) is not already held, willingness to undertake training to this level within three months of the start date.		E	X		X
Aware of food allergies and differing food requirements generally (eg for cultural or health reasons), and able to cater for specific dietary needs where necessary.		E	X		X
Experience					
Previous experience in catering, particularly providing simple, wholesome meals and snacks.		E	X		X
Skills					
Ability to prepare simple, healthy meals or snacks, adhering to relevant standards of health & safety, and hygiene.		E	X		X
Ability to understand and follow straightforward written and verbal instructions.		E	X		X
A current driving licence or ability to arrange suitable alternative transport to travel to various work locations.		E	X		
Personal Attributes – these apply to most posts					
Willingness to accept and work to our Core Values during the course of employment.		E	X		X
Adaptable with a flexible approach to work. It may be necessary to cater for crews arriving late from incidents, unexpected crews, or to prepare early breakfasts for those attending planned exercises.		E	X		X
Able to work effectively both individually and as part of a team.		E	X		X
Professional in conduct.		E	X		X
Strong stakeholder ethic with customer orientated approach.		E	X		X
Committed to undertake relevant training and continuous professional development opportunities.		E	X		X