

JOB DESCRIPTION



JOB TITLE	Cook
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	Ministry of Justice
REPORTS TO	

ROLE OVERVIEW

As a Cook at OCS, you will play a meaningful role in supporting individuals as they transition back into the community. Working within a supported residential setting for a government client, you will help provide nutritious, high-quality meals that contribute to wellbeing, routine and stability.

This is a rewarding opportunity for someone who takes pride in their work and wants to make a positive difference through food and service. You'll be part of a small, supportive team, delivering consistent and reliable catering services within a structured environment.

KEY TASKS & RESPONSIBILITIES

- Prepare and cook meals in line with planned menus, recipes and portion guidelines
- Ensure food is presented to a good standard, with a focus on quality and consistency
- Maintain high standards of food hygiene, cleanliness and kitchen safety
- Manage stock levels, including basic ordering and minimising food waste
- Support the smooth day-to-day running of kitchen operations
- Follow all food safety, Health & Safety and site procedures at all times
- Contribute to a positive, respectful environment for both colleagues and residents

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have the Right to Work in the UK and willingness to undergo a DBS check and BPSS Clearance (minimum)

- Basic understanding of food hygiene and kitchen safety standards
- Ability to work independently and take responsibility for your tasks
- A reliable, consistent and professional approach
- Confidence working in a structured environment with clear processes
- Good communication skills and a respectful, non-judgemental approach

Desirable:

- Previous experience in a cook, catering or kitchen role
- Food Hygiene Certificate (or willingness to obtain)
- Experience working in supported living, residential or public sector environments
- Understanding of the importance of routine and structure in a care or rehabilitation setting

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: