

<b>Title</b> <b>Production Cook</b> <b>Tier 7</b>	<b>Department</b> <b>Place</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To be responsible for assisting the service to produce products to a high standard. To include all processes that ensure the effective operation of the unit. To include training of staff and all day to day operations of the site.		
<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Assisting in the effective running of the site.</li> <li>• If necessary to receive and receipt all goods as ordered. Following processes put in place via our Quality management system</li> <li>• To prepare and cook multiple types and style of foods. This is to include preparing foods as directed in relation to menu development</li> <li>• Liaise with stores supervisor to ensure that correct ingredients and amounts are weighed and ready for production</li> <li>• Assisting in the smooth running of the unit, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training), Follow and comply with our quality management system. Ensure the service operates in compliance with all statutory legislation and corporate requirements.</li> <li>• As necessary/requested to 'buddy up' when required with new starters or training existing staff.</li> <li>• To deputise as requested to assist in duties of the chargehand role.</li> </ul>	<b>Key Accountabilities</b> <ul style="list-style-type: none"> <li>• To prepare and cook products , in line with the recipes and production plans</li> <li>• To support members of the team as deemed necessary</li> <li>• To follow and record all necessary practices and processes including safer working practices for the onsite team.</li> <li>• To have an understanding of and commitment to the County Council's Equal Opportunities Policy.</li> <li>• In accordance with the 'Introduction of New Technology Agreement', to work with computers, new technology and associated systems as required and support the employee(s) you manage in its use.</li> <li>• Ensure compliance with the Data Protection Act, Freedom for Information Act and County Council's ICT code of practice.</li> <li>• This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you.</li> </ul>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ul style="list-style-type: none"><li>• Basic Food Hygiene certificate</li><li>• City &amp; Guilds 706/1, 706/2 or appropriate NVQ</li><li>• Numerate</li><li>• Literate</li><li>• Knowledge of hygiene regulations, management of health &amp; safety and nutritional food standards</li></ul>	<p><b>Personal skills and general competencies</b></p> <ul style="list-style-type: none"><li>• Puts into practice the Council’s commitment to excellent customer care.</li><li>• Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li><li>• Works well with colleagues but also able to work on their own initiative.</li><li>• Shares the Council’s commitment to providing a safe environment for customers and staff and treating all with respect and consideration.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Minimum of 1 year’s catering experience.</li><li>• Ability to communicate effectively at all levels both orally and in writing.</li><li>• Willingness to undertake training.</li><li>• Friendly and helpful disposition.</li><li>• Ability to stay calm under pressure.</li><li>• Good cooking skills.</li><li>• A high level of personal cleanliness.</li><li>• Strong commitment to the job</li></ul>	
<p><b>Role Dimensions</b></p> <ul style="list-style-type: none"><li>• Requisitioning (ordering) of goods to pre-determined levels from the stores area</li><li>• To contribute to the effective running of the site</li><li>• Monitoring activities to ensure service standards are achieved and maintained.</li><li>• Direct reports – none.</li></ul>	

Please attach a structure chart

*Please attach a structure chart*

Date 10.03.2023

Tier 7 - Frontline Roles