



| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b><br><b>Cook Two (previously Asst Cook)</b><br><b>Tier 7 front line (Grade 2 – SCP 9 to 13)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Department</b><br><b>Place</b> | <b>Post Ref</b><br><b>C&amp;FM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Purpose</b><br>To be responsible for assisting the unit manager/cook supervisor in the supervision of the unit, including hygiene, training of staff and all day to day operations of the unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Key Responsibilities</b> <ul style="list-style-type: none"><li>• Assisting in the effective management of the catering service, including all administrative work e.g. placing orders, stock control, monitoring of food budgets and compiling any necessary rotas to ensure the smooth running of the kitchen.</li><li>• Assisting in the reconciliation and banking of cash as required by the service provision.</li><li>• Assisting in the supervision of the unit, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training). Ensure the service operates in compliance with all statutory legislation and corporate requirements.</li><li>• Assisting with any extra catering required by the school (other than the school meal).</li><li>• To deputise for unit managers/cook supervisors at a substantive site or as required by the business.</li></ul> |                                   | <b>Key Accountabilities</b> <ul style="list-style-type: none"><li>• To assist in the preparation and cooking of the school meal (with assistance from the kitchen staff), in line with nutritional guidelines requirements and budget parameters.</li><li>• To support the unit manager/cook supervisor in the marketing and promotion of the school meal.</li><li>• To ensure compliance with Criminal Record Bureau (CRB) requirements and safer working practices for the onsite catering 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> |

**The post holder will perform any duty or task that is appropriate for the role described.**

***Person Specification***

***Education and Knowledge***

- Basic Food Hygiene certificate
- City & Guilds 706/1, 706/2 or appropriate NVQ
- Numerate
- Literate
- Knowledge of hygiene regulations, management of health & safety and nutritional food standards.

***Experience***

- Minimum of 1 year's small scale catering experience.
- Experience in administration and budgeting, including stock control and ordering.
- Ability to communicate effectively at all levels both orally and in writing.
- Willingness to undertake training.
- Friendly and helpful disposition.
- Ability to stay calm under pressure.
- Good cooking skills.
- A high level of personal cleanliness.
- Strong commitment to the job.
- Willingness to handle money.
- Flexible approach with a willingness to work outside normal hours when required.

***Personal Skills and General Competencies***

- Puts into practice the Council's commitment to excellent customer care.
- Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
- Works well with colleagues but also able to work on their own initiative.
- Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.

***Role Dimensions***

- Assist in requisitioning (ordering) of goods to pre-determined levels.
- Support the unit manager/cook supervisor in maximising income levels and contribution to the Catering & Facilities Management group.
- Monitoring activities to ensure service standards are achieved and maintained.
- Direct reports – none.