

**REGENERATION & CULTURE DIRECTORATE**

**OPERATIONS**

**FACILITIES UNIT (CATERING SECTION)**

**POST: Assistant Cook (Term Time Only)**

**POST NO: RFC ASCOOK**

**GRADE: BAND D – SCP 17 to 21- £17,372 to £19,742 Pro Rata Per Annum (Starting at £9.0044 per hour = SCP 17)**

**HOURS: 20 Hours Per Week (Monday – Friday)**

**BASED AT: Shirenewton Primary School**

We are seeking a person to fill the post of Assistant Cook at School in Shirenewton Primary School. Duties will include assisting the cook in charge in the production of meals and deputising for the cook when absent from duty.

The successful candidate should be a team player with the ability to effectively and efficiently communicate with staff at all levels.

A Basic Food Hygiene qualification is required for this post however it is not an essential prerequisite as training will be given to the successful candidate.

If you have any specific queries regarding the post please contact Mrs Pauline Batty on 01633 644150.

**This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and therefore a Disclosure check will be required prior to confirmation of appointment.**

**Closing Date: 12 Noon, Friday 23<sup>rd</sup> January 2015**

**Please note that we are not able to accept CVs**

Application forms can be obtained from: -

- [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)
- Via email to: [employeeservices@monmouthshire.gov.uk](mailto:employeeservices@monmouthshire.gov.uk)

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

## **REGENERATION & CULTURE DIRECTORATE**

### **OPERATIONS**

#### **FACILITIES UNIT (CATERING SECTION)**

##### **BACKGROUND INFORMATION**

##### **GENERAL INFORMATION**

DSO Catering staff are subject to terms and conditions of employment as covered by existing collective agreements negotiated and agreed with a specified trade union or unions recognised by us for collective bargaining purposes. These agreements are embodied in the Scheme of Conditions of Service of the National Joint Council for Local Services, as supplemented where appropriate by local agreements. Catering staff may be required to serve in any post appropriate to their grade at such place of employment in the DSO's service as may be required.

##### **HOURS/TIMES OF WORK**

Hours, grades and times of work maybe subject to future variation as a result of fluctuations in demand for the number of meals served at a particular establishment in accordance with Monmouthshire Catering DSO's agreed staffing scales.

##### **OTHER CATERING/ACTIVITIES AND/OR EMERGENCIES**

All Monmouthshire Catering staff are required to undertake any additional duties as specified by the Manager in connection with other catering activities and/or emergencies as required. Payment will be made at the appropriate rate as embodied in the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service.

## REGENERATION & CULTURE DIRECTORATE

### OPERATIONS

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Holidays to be taken during school holidays only.

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**BASED AT:** Shirenewton Primary School

**RESPONSIBLE TO:** Cook in Charge

#### **JOB PURPOSE**

To ensure the running of a smooth and effective school meals service at any educational site.

#### **JOB OUTLINE/MAIN DUTIES**

- To assist the Cook in Charge as required in the production of meals and food service.
- To undertake the full range of cook's duties in the absence of the cook in charge to include all administrative duties and procedures.
- To serve in a temporary capacity as cook at any location when required, within a reasonable distance, where the cook in charge is absent from duty. Monmouthshire Catering will pay any additional travelling expenses incurred equal to the difference between the cost of travelling from home to the new place of work and from home to the old place of work, based on public transport rates.
- To possess a Basic Food Hygiene qualification (training will be given if not already achieved)
- To work as a member of Monmouthshire's catering team at any educational site.
- To undertake any training considered necessary for the post.

- To observe any requirements outlined by the Monmouthshire Catering Quality Procedural Manual in relation to quality standards.
- To observe Health and Safety regulations.
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Holidays to be taken during school holidays only.**

## RESOURCES & CULTURE DIRECTORATE

### FACILITIES UNIT (CATERING SECTION)

#### PERSON SPECIFICATION

##### Assistant Cook:

The successful candidate must be able to demonstrate:

- Previous kitchen/cooking experience;
- The ability to communicate effectively and efficiently with staff and management both verbally and in writing;
- Previous experience of record keeping;
- Flexibility and be versatile in order to work under pressure at different educational sites;
- A commitment to achieving a Basic Food Hygiene qualification if not already achieved (full training will be provided);
- The ability to work as a team;
- The ability to ensure the safety of themselves and staff at all times;
- Willingness to follow all Monmouthshire catering procedures, policies and apply appropriately;
- Willingness to undertake and practice Health & Safety procedures to comply with legislation;
- Willingness to abide by the Council's Equal Opportunities policy including undertaking appropriate equality awareness training;
- Willingness to undertake any training appropriate to the post as and when appropriate.

##### **NOTE:**

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