

MONMOUTHSHIRE COUNTY COUNCIL

REGENERATION & CULTURE

FACILITIES UNIT (CATERING SECTION)

POST: Cook in Charge (Term Time Only)

POST NO: RFC COOK

GRADE: BAND D SCP 17 - 21 (£17,372 - £19,742) pro rata

HOURS: 22.50 Hours per Week (Monday – Friday) 9:30am to 2pm

BASED AT: Shirenewton Primary School, Shirenewton.

We are seeking a person to fill the post of Cook at Shirenewton Primary School. Duties will include the production of meals and the smooth running of the unit.

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

A CIEH Level 3 Award in Supervising Food Safety in Catering qualification is required for this post however it is not an essential prerequisite as training will be given to the successful candidate.

Closing Date: 12 Noon on Friday 13th March 2015

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BACKGROUND INFORMATION

GENERAL INFORMATION

Catering staff is 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 Catering 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 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.

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JOB DESCRIPTION

POST:	Cook in Charge (Term Time Only)
POST NO:	RFC COOK
GRADE:	BAND D SCP 17 - 21 (£17,372 - £19,472 pro rata £9.00 to £10.23 per hour)
HOURS:	22.50 Hours per Week (Monday – Friday) 9:30 am to 2pm
BASED AT:	Shirenewton Primary School
RESPONSIBLE TO:	Catering Manager

JOB PURPOSE

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

JOB OUTLINE/MAIN DUTIES

- To work under the supervision of the Catering Manager, and to communicate relevant information and problems to the manager as indicated in the policy document.
- To ensure food, cleaning materials and sundry supply orders are made regularly and accurately, according to relevant policies to ensure correct stock control.
- To use correct menus and standard recipes in the preparation, cooking and serving of properly cooked appetising meals, within cost limits according to predetermined specifications.
- To organise and supervise the work of all catering staff in the unit, paying particular attention to Hygiene and Safety and to comply with all catering policies.
- To possess a CIEH Level 3 Award in Supervising Food Safety in Catering Qualification (training will be given if not already achieved)
- To work as a member of Monmouthshire's catering team at any educational site.

- To keep full and accurate records in all books/forms in accordance with administration procedures laid down by the Catering Manager.
- To undertake any training considered necessary for the post and also to train staff as required in operational procedures, Hygiene, Health and Safety and Quality Systems at kitchen operative level.
- To observe any requirements outlined by the Monmouthshire Catering Quality Procedural Manual in relation to quality standards.
- To observe Health and Safety regulations.
- To actively support and implement the principles and practice of equality of opportunity as laid down in the Councils Equal Opportunities Policy.
- **Holidays to be taken during school holidays only**

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PERSON SPECIFICATION

Cook in Charge

The successful candidate must be able to demonstrate:

- Previous supervisory and cooking experience;
- Previous experience of record keeping, ordering and stock control;
- Willingness to provide appetising meals following all set procedures and policies;
- The ability to communicate effectively and efficiently with staff and management both verbally and in writing;
- A commitment to achieving a CIEH Level 3 Award in Supervising Food Safety in Catering Qualification (training will be given if not already achieved)
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- Flexibility and be versatile in order to work under pressure at different educational sites.
- Demonstrate previous experience of administration and book-keeping relevant to managing a catering unit;
- Willingness to undertake any training appropriate to the post as and when appropriate;
- Willingness to follow all Monmouthshire catering procedures, policies and apply appropriately;
- Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and staff at all times;
- A commitment to Equal Opportunities, principles and practice including undertaking appropriate equality awareness training;

NOTE:

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.