

Job Description

DIRECTORATE:	Education, Early Year and Young People
DEPARTMENT:	Catering Services
POST:	Peripatetic Cook – Schools
GRADE OF POST:	Grade 7
RESPONSIBLE TO:	Operational Manager – Catering Services

JOB PURPOSE:

To provide an efficient, cost effective, quality catering service to all customers within a primary school environment maintaining legislative requirements with regard to Health and Safety, and Food Safety and Hygiene at all times. Oversee food production for all catering outlets from the kitchen premises.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To plan, organise and control budgets and operations to ensure food quality, presentation and service, to the appropriate standards.
- Maintain kitchen Hygiene, Health and Safety and Security of premises in accordance with council policy, legislation and quality assurance standards.
- To provide leadership, supervision and motivation of catering employees including allocation of duties, work rota's, training, assessment and support.
- Financial and administration duties in accordance with council policy.
- Recruitment and selection of general kitchen assistants.
- Ordering, receipt of supplies and stock control.
- Preparation and cooking of food, menu planning and portion control (including specialist or cultural diet requirements).
- Assist with the planning, organisation and delivery of special functions.
- Implement marketing plans to maximise uptake of meals and promote Catering Services.

- Communicate with catering team, managers, head teachers and customers effectively.
- Compliance with all Authority policies and procedures.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

PERIPATETIC COOK – SCHOOLS

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	- Level 3 Award in Food Safety (training will be given). - Level 2 award in Food safety. - NVQ 2 or equivalent (desirable)	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Previous experience within catering for large numbers and in a supervisory capacity. - Manual Handling awareness. - Awareness of COSHH regulations. - Knowledge of Health & Safety. - Knowledge of specialist diet requirements and cultural variations. - Knowledge of cashless catering (training will be given).	Yes Yes Yes Yes	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills and Personal Attributes	Committed to providing a quality service.	Yes	Application form, interview and selection process.
	Enthusiasm for developing new business initiatives.		
	High standards of customer care.		
	Ability to work in a busy and demanding environment and use initiative.		
	Work as part of a team, lead by example motivating staff to minimise staff turnover.	Yes	
	Good social and communication skills.		
	High levels of work attendance and punctuality.	Yes	
	Self-motivated.		
	Flexible as working hours may change to suit the needs of the unit.	Yes	
	The ability to greet customers through the medium of Welsh is a requirement for this post.		