

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>DEPARTMENT:</b>	Catering Services
<b>POST:</b>	Cook - Nottage Primary School
<b>GRADE OF POST:</b>	Grade 7
<b>RESPONSIBLE TO:</b>	Area Supervisor – 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 rotas, 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

### Cook – Maes yr Haul Primary School

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Level 2 Award in Food Safety.</li> <li>Level 3 Award in Food Safety in Catering (training will be given).</li> <li>NVQ 2 or equivalent</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Previous experience within catering for large numbers and in a supervisory capacity.</li> <li>Manual Handling.</li> <li>Awareness of COSHH regulations.</li> <li>Knowledge of Health &amp; Safety.</li> <li>Knowledge of specialist diet requirements and cultural variations.</li> <li>Knowledge of cashless catering (training will be given)</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Committed to providing a quality service.</li> <li>Enthusiasm for developing new business initiatives.</li> </ul>		Application form, interview and selection process.
	<ul style="list-style-type: none"> <li>High standards of customer care.</li> <li>Ability to work in a busy and demanding environment and use initiative.</li> <li>Work as part of a team, lead by example motivating staff to minimise staff turnover.</li> <li>Good social and communication skills.</li> <li>High levels of work attendance and punctuality.</li> <li>Self-motivated.</li> <li>Flexible as working hours may change to suit the needs of the unit.</li> <li>The ability to communicate through the medium of welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	