

Job Description

Regeneration and Community Services

Post Title	Assistant Team Leader – Catering, Health and Food Safety		
Post Number	BG01632	Grade	8
Base	Agile Worker	Hours	37 hours per week, 52 weeks per year
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Team Leader, Environmental Services – School Meals Catering	Updated	April 2024
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Team Leader – Environmental Services, Catering & Cleaning

Responsible for: The efficient and cost effective supervision of the Authority’s Catering Establishment

Principal Accountabilities

1. To comply with the relevant sections of the Authority’s policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. Responsible for the effective supervision of 25 school kitchens, breakfast clubs and buffet services.
4. To liaise with Head Teachers and Site Managers to discuss satisfaction with the Service and to take any appropriate action to rectify any dissatisfaction.
5. To participate in weekly forward planning meetings.
6. To help the Client function, i.e. transfers of equipment, stock and emergency meals and access equipment needs and arrange provision of equipment.

7. To assist in the provision of an efficient and cost effective service.
8. Responsible for quality inspections of hygiene standards, portion control and cleaning schedules within the kitchen area.
9. Responsible for Health and Safety inspections covering all aspects within the kitchen area including the Risk Assessments in all catering establishments through daily kitchen inspections.
10. To implement any relevant actions required to either maintain or return to compliance within the approved Standards up to the disciplinary procedure (investigations).
11. To audit stock levels (including food and cleaning stock) and staffing levels within all catering establishments.
12. To audit Cooks' administration and take any appropriate action to rectify if required.
13. To conduct site induction training and implement training programmes for catering staff, including Trainee Assistant Cooks Programme.
14. To assist in all aspects of recruitment including short listing, interviews, job requisitions, appointments and the creation of job descriptions.
15. To compile written reports, risk assessments and letters.
16. To act upon sickness programme reports.
17. To perform any administrative duties required that are relevant to operational procedures for example, letters, memos, one to one meetings and references.
18. To assist with cover on sites undertaking absent employees duties when required.
19. To organise, implement and develop the cashless catering systems including training staff, menu development for school meals and development of the saffron data system.
20. To support cooks with one to one's when meeting with Catering Assistants.
21. Responsible for the daily management of the Operational Supervisor, Catering staff, Peripatetic Catering staff and in all aspects of line management including, training, sickness, recruitment, disciplinary/capability, monitoring staffing levels, performance coaching, leave of absence, termination paperwork etc.
22. Responsible for working with Head Teachers dealing with debt, parent evenings, any on site disputes and any other problems.
23. To attend meetings in the absence of the Team Leader, Environmental Services – School Meals Catering.
24. To support the closure and mergers of catering functions by removing equipment from closed schools. Support staff mergers and measuring areas for equipment.
25. To undertake any training considered necessary to undertake the post.

Person Specification – Supervisory

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Educated to degree level in a PGCE qualification or equivalent.	Essential	✓			
CIEH Advance Food Hygiene Certificate for Managers.	Essential	✓			
Qualified to CIEH Level 3 Food Safety for Supervisors.	Essential	✓			
Relevant Management Qualification.	Essential	✓			
Educated to City and Guilds level in 706/1 – 706/2 or NVQ equivalent.	Essential	✓			
Receipt of relevant Health and Safety training.	Essential	✓			
Other experience					
Experience of staff management including absence management, grievances, disciplinaries and leave of absence.	Essential	✓	✓		✓
Experience of menu planning within tightly controlled costing parameters.	Essential	✓	✓		✓
Experience of promoting a catering service to client groups through presentations, focus groups and school council meetings.	Essential	✓	✓		✓
Experience of dealing with customer complaints.	Essential	✓	✓		✓
Experience of monitoring hygiene standards.	Essential	✓	✓		✓
Experience of delivering training and presentations to a range of audiences.	Essential	✓	✓		✓
Knowledge/Skills					
Knowledge of Health and Safety within a catering environment and experience in dealing with Health and Safety matters within a kitchen.	Essential	✓	✓		✓
Able to prioritise tasks effectively and consistently meeting tight deadlines.	Essential	✓	✓		✓
Knowledge and an understanding of HACCP/Food Safety Management Systems.	Essential	✓	✓		✓
An ability to carry out Health and Safety risk assessments and keep appropriate records accordingly.	Essential	✓	✓		✓
Knowledge of ICT applications including Microsoft Office packages.	Essential	✓	✓		✓
Knowledge of WAG guidelines on dietary issues and guidelines on children and food allergies.	Desirable	✓			
Special Requirements					
Full driving licence and access to a car.	Essential	✓			✓
Ability to work flexibly.	Essential		✓		✓

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable				
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).	Essential				
Welsh language skills are essential (levels 4 and 5).	Essential				

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh Language Ability	Desirable	✓	✓		

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication				✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓