



## Job Description

### Environment & Regeneration Department

<b>Post Title</b>	<b>Assistant Cook</b>		
<b>Post Number</b>	<b>BG01597</b>	<b>Grade</b>	<b>Scale 3</b> <b>£15,598 - £16,998</b>
<b>Base</b>	<b>St Mary's CIW Brynmawr</b>	<b>Hours of Work</b>	<b>15 Hours / 39 weeks</b>
<b>Car User Allowance</b>	<b>None</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Mrs C Edmunds</b> <b>Tel 01495 355310</b>	<b>Updated</b>	<b>24.06.14</b>

#### Principal Job Purpose

**Responsible to:** The Cook in Charge

**Responsible for:** Assisting the Cook to prepare meals for St Mary's CIW Primary School.

#### Principal Accountabilities

1. To assist the Cook in Charge in the production of meals and food service (including tills, handling cash).
2. To undertake the full range of Cooks duties in the absence of the Cook in Charge to include all administrative duties and procedures.
3. 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. Blaenau Gwent 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.
4. Due to the nature of school catering the timing of annual leave is subject to special arrangements for employees: you are required to take leave during periods of school

closure only and not during term time. Hours may vary due to fluctuation of meal numbers.

5. To undertake any training considered necessary for the post.
6. To observe any requirements outlined by Blaenau Gwent Catering quality procedures.
7. To observe Health and Safety regulations
8. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
9. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. Any other duties as required

## Person Specification – Non Managerial

### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
City & Guilds 706/1, 706/2 or NVQ Level 1/2 in Catering	Essential	√			
Food Safety Level 3	Essential	√			
<b>Other experience</b>					
Experience of working in a catering field	Essential	√	√		√
Experience in supervising staff	Desirable	√			√
<b>Knowledge/Skills</b>					
Practical Catering skills	Essential		√		√
Motivational Skills	Desirable	√			√
Knowledge of Health and Safety Regulations within a catering field.	Desirable	√			√

### 2. Special Requirements

	Essential	Desirable
Commitment to term time working hours	√	

### 3. 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
<b>Delivering the service</b>	Plans ahead, organises work in advance				√
	Involves line manager/colleagues in setting and meeting targets				√
	Reorganises work when necessary		√ Essential		√
	Sees tasks through to completion whenever possible				√
	Seeks help if workload becomes unmanageable				√
	Uses initiative to report issues that arise that impact on others				√

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better	✓ Essential			✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓ Essential		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent	✓ Essential			✓
	Understands the links between own professionalism and the possible impact on the Authority's image		✓ Essential		✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests		✓ Essential		✓
	Recognises potential value of others' opinions and actively seeks their contributions	✓ Essential			✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓ Essential		✓
	Checks others have understood & seeks advice when necessary	✓ Essential			✓
	Actively seeks to improve all forms of communication with others		✓ Essential		✓
	Communicates professionally by using formal channels appropriate to the situation				✓