



Job Description

Environment & Regeneration Directorate

Post Title	Cook (Peripatetic)		
Post Number	BG01829	Grade	Scale 4 £17,714 - £20,253 pro rata per annum
Base	Central Depot, Brynmawr	Hours of Work	20 Hours / 39 weeks
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Mrs Angela Meredith Tel 01495 355653	Updated	05.01.2015

Principal Job Purpose

Responsible to: The Senior Operational Supervisors - Catering

Responsible for: To work and provide cover for all posts within Blaenau Gwent Catering as required

Principal Accountabilities

1. To work under the supervision of the Senior Operational Supervisors - Catering and to communicate relevant information and problems to them as indicated by Blaenau Gwent Catering.
2. To travel to any kitchen/staff restaurant as required carrying out kitchen checks or providing cover for all the posts within Blaenau Gwent Catering to include cooks assistant cooks and catering assistants. This may also include some duties within the Catering Office or any other catering establishment as required.
3. To ensure food, cleaning materials and sundry supply orders are made regularly and accurately, according to relevant Blaenau Gwent Catering policies and to ensure correct stock control.
4. To use correct menus and standard recipes in the preparation, cooking and serving of well cooked appetising meals, within nutritional guidelines set out by the Welsh Government and cost limits, according to pre-determined specifications.

5. To organise and supervise the work of other members of catering staff, paying particular attention to hygiene, sickness, the food safety management system and health and safety procedures, and to comply with all relevant Blaenau Gwent Catering policies, which are outlined in the various operational handbooks.
6. To keep full and accurate entries and records in all books/forms in accordance with administrative procedures laid down by the Contracts Manager, to make relevant returns to the Administration Office and financial procedures (including tills, handling cash).
7. To undertake any training considered necessary for the post and to provide relevant training to staff as required.
8. To observe any requirements outlined by Blaenau Gwent Catering quality procedures.
9. To observe Health and Safety regulations.
10. 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.
11. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
12. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
13. 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	√			
Other experience					
Experience of working in a catering field	Essential	√	√		√
Experience in supervising staff	Desirable	√			√
Knowledge/Skills					
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.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	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
Improvement & Change	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
Providing Excellent Customer Service	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
Team Working	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
Communicating	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				✓