

JOB DESCRIPTION

Job Title: Cook 3		Ref No:	JE Ref: BM16
Department: Economy and Resources		Band: 4	Location: Dumfries and Galloway
Responsible To:	Area Supervisor		
Responsible For:	Catering staff (Cook 1)		
Job Purpose:	Manage and plan duties of site based catering staff to ensure activities in a smaller kitchen and its surrounds connected with the provision of the catering service.		
Job Activities:	<p>Team Working</p> <ul style="list-style-type: none">• To take responsibility for the daily running of the catering facility and ensure it is a safe working environment• Develop Team Plans with fixed actions to meet key targets (Performance Indicators) linking to The Councils Priorities, Principles and Values• Monitoring catering team performance and conducting Performance Development Reviews with catering team members by following Council procedures• To encourage staff development by delegating responsibility for aspects of the running of the catering facility• To ensure regular checks and maintenance of the catering facility and its equipment are in line with Food Safety and Health & Safety standards and recorded as applicable• Represent Facilities Management at internal meetings as and when required <p>Cooking Duties</p> <ul style="list-style-type: none">• Produce meals in accordance with the Schools (Health Promotion and Nutrition)(Scotland) Act 2007 by following agreed menu planning specifications• Manage the quality and hygiene of food and beverages from preparation through to service• 'Walk the floor' during service periods to ensure excellent levels of service are being delivered to customers• Setting up, clearing away and cleaning equipment associated with the kitchen and its surrounds including dishwashing, dining room tables and chairs, washroom areas etc. <p>Training</p> <ul style="list-style-type: none">• Provide on-site induction for all new employees in accordance with set procedures• Implement Facilities Management Catering Training to all staff <p>General Duties</p> <ul style="list-style-type: none">• Administration processes associated with the post including collating/submitting relevant bookwork and cash handling (which may encompass safe storage and/or transport of cash or equivalent)• Act as the point of contact for EHO inspectors, auditors and other official visitors to the kitchen• Responsible for ensuring regular stock rotation and control; evidence of food cost knowledge, wastage and portion control• Responsible for ensuring servery is well stocked and products displayed appropriately at all times of service• Responsible for ensuring all equipment is maintained correctly and if faulty reported using proper procedure		

	<p>General Duties (continued)</p> <ul style="list-style-type: none"> • Responsible for ensuring full compliance with Health and Safety including compliance with Environmental Health, CookSafe and Food Hygiene regulations at all times • Responsible for ensuring security of the kitchen and it surrounds including key holding • To pro-actively deal with all complaints, comments and suggestions from customers and report to your line manager • Deliver effective partnership working and commit to supporting corporate initiatives and priorities • Improve performance in relation to your kitchen carbon footprint (equipment / cleaning material usage) • Carry out the above duties in any other local Dumfries and Galloway Council establishment as necessary if practicable • Duties may vary according to seasonal demand <p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p>	
Performance Management	<ul style="list-style-type: none"> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the Team Plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. 	
Prepared by:	Alan Mawson	Date: February 2014