MORAY COUNCIL

**JOB DESCRIPTION**

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| (1) **JOB IDENTITY** | |
| **POST TITLE:** Unit Supervisor/Cook | **DEPARTMENT:** Environmental Services |
| **SECTION:** Environmental Protection - Catering | **LOCATION:** |
| **REPORT TO:** Assistant Catering Officer | **POST NO:** |
| **GRADE**: SJC Grade 5 |  |

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| (2) **JOB PURPOSE AND WAY OF WORKING** |
| To ensure the effective operation of an individual catering unit to the highest standard in respect of all users of the service. |

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| (3) **MAJOR TASKS** |
| * 1. To supervise and ensure the effective operation of an individual catering unit.   2. To produce the required school meals to standards required by the Food and Drink in Schools Scotland regulations 2020   3. To produce the required nursery meals to standards required by NHS Setting the Table guidance   4. To ensure a high standard of customer care in respect of all users of the service.   3.5 To ensure that the highest standards of Health and Safety are applied. |

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| (4) **REPORTING RELATIONSHIPS** This job is indicated by \* |
| Assistant Catering Officer  Unit Supervisor\*  Assistant Cook |

*SIGNATURES AND ADMINISTRATION ONLY*

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| *Author’s Signature:  Postholder’s Name:  Supervisor’s Name:* | *Validator’s Signature:  Signature:  Signature:* | *Date:  Date:  Date:* |

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| (5) **DUTIES TYPICALLY INCLUDE:** |
| * 1. **To supervise and ensure the effective operation of an individual catering unit**      1. Supervise the catering staff and address staffin issues      2. Produce the daily menu as efficiently as possible following the standard analysed recipe      3. Complete and return all papwerwork on a weekly basis both in the paper format and electronically.      4. Take and record money on the Ipay system and bank any money when required.   2. **To produce the required school meals to standards required by the Food and Drink in Schools Scotland regulations 2020**      1. Plan daily work schedules in line with the 4 week menu rota for primary      2. In a timely manner prepare and cook well-presented meals for the production kitchen and any serveries. Following all the recipes provided      3. Ensure preparation and cooking of food products to meet the quality standards of Environmental Protection and statutory regulations.      4. Prepare and cook any special diets that are required for pupils with allergens.      5. Order approved products/ingredients required from all our approved suppliers.      6. Monitor all goods inwards toensure they comply with expected standards and take action if required to do so.      7. Serving of meals as required in a pleasant and encouraging manner   3. **To produce the required nursery meals to standards required by NHS Setting the Table guidance**       1. Plan daily work schedules in line with the 4 week menu rota for nursery      2. In a timely manner prepare and cook well-presented meals for the nursery. Following all the recipes provided      3. Ensure preparation and cooking of food products to meet the quality standards of Environmental Protection and statutory regulations      4. Prepare and cook any special diets that are required for pupils with allergens   4. **To ensure a high standard of customer care in respect of all users of the service.**      1. Ensuring that meals are well presented and served in a attractive manner      2. Serving of meals as required in a pleasant and encouraging manner      3. Support pupils in their choice making during service      4. Ensuring that all special diets that are required are ready for the pupil   5. **Health & Safety**      1. Ensuring that all allergen information is correct and updated if required      2. Ensure that the highest standards of Health & Safety are applied whilst performing the duties of the   post.  **The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.** |

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**PERSON SPECIFICATION**

**Post:** Unit Supervisor/Cook

**Department:** Environmental Services – Environmental Protection

**Date Specification Completed:** 20th September 2021

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL** *The minimum acceptable levels for safe and effective job performance* | **DESIRABLE** *The attributes of the ideal  candidate* |
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| 1. **Experience** | Significant experience of working in a kitchen environment  Experience of staff supervision  Experience in cash handling  Experience of working as part of at team | Experience in bulk catering in a kitchen/catering environment  Experience of working in a school or similar establishment with children |
| 1. **Education and qualifications\*** | Catering Qualification  Elementary Food Hygiene qualifications  PVG Membership for Regulated work with Children or willingness to obtain prior to a formal offer of employment being made  Good standard of numeracy skills (for cash handling) | City & Guilds Catering Level /2 or equivalent  First Aid certificate  Effective IT Skills  Nutrition Certificate |
| 1. **Skills/abilities (general)** | Ability to work to timescales and work under pressure without compromising efficieny or safety  Experience with modern food preparation equipment  An understanding of relevant legislation in relation to Food Hygiene and Health & Safety in the workplace  Strong customer care skills and focus  Self motivated and ability to remain task focused | Awareness of special dietary requirements from intolerances and allergies, to preferences such as vegetarians |
| 1. **Skills/abilities specific to post\*** | Ability to prepare hot and cold food and attention to detail with regard to food presentation  Abiltiy to follow instructions i.e. from Line Manager  Effective verbal & written communication skills  Ability to work to timescales and work under pressure without comprising efficiency of safety  Use own initiative  Ability to plan work schedules | Driving licence and access to vehicle  Knowledge of Food and Drink in schools (Scotland) regulations 2020  Knowledge of NHS Setting the Table guidance |
| 1. **Inter-personal and social skills** | Ability to develop and maintain good relationships for team working with colleagues and other Moray Council employees  Appropriate communications skills for interaction with school pupils  High standard of personal hygiene  Effective organisational skills and ability to organise anad work to detailed time plans  Understanding of importance of effective team working  Willingness to accept direction/delegation |  |
| 1. **Working environment & physical demands** | Awareness of potential hazards in a kitchen environment  Ability to lift large pots and pans in accordance with moving and handling regulations  Ability to reach and bend  Ability to stand for long periods of time | Ability to work extra school events, if required |

**\* Candidates will be required to show these documents if invited for interview.**

**Satisfactory Disclosure Scotland check required?**  ~~YES~~ / NO

**Membership of Protecting Vulnerable Groups Scheme**

**(Working with Children)** YES / ~~NO~~

**Membership of Protecting Vulnerable Groups Scheme**

**(Working with Vulnerable Adults)** ~~YES~~ / NO

**Satisfactory pre-employment medical screening required**? YES / ~~NO~~