Recruitment Pack



EAST RENFREWSHIRE COUNCIL

TRAINEE COOK

BRAIDBAR NURSERY CLASS

ERN06099

EXTERNAL

CONTENTS

Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Trainee Cook
JOB STATUS:	Part Time / Term Time – 39 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	3
TERM TIME HOURLY RATE:	£11.9039 - £12.7010
PRO RATA ANNUAL SALARY:	£15,516 - £16,555
HOURS PER WEEK:	25
WORK PATTERN:	Monday – Friday: 08:30 – 14:00
LOCATION:	Braidbar Nursery Class

You will undertake the preparation of food, cooking, portion control, food presentation, transporting and serving of meals and general kitchen and dining room duties.

You should have relevant cooking skills and an understanding of the needs of the type of clients catered for, together with good communication skills and ability to work as part of a team. A City and Guilds Catering qualification or similar would be an advantage.

disability confident COMMITTED
CARER POSITIVE Employer in Scotland ESTABLISHED
Living Wage Scotland
MISCARRIAGE ASSOCIATION Proud to have signed The Pregnancy Loss Pledge
Our values Ambition Kindness Trust

On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 15 February 2026

Shortleet date: Wednesday 18 February 2026

Interview date: Tuesday 03 March 2026

If you would like an informal discussion about the post, please contact Karen Catlow, Catering Manager, on 0141 570 7024 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence, you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here - https://www.eastrenfrewshire.gov.uk/careers

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data, please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Facilities Management
Job Title:	Trainee Cook
Responsible to:	Catering Manager
Grade:	3
Date Revised:	08/01/09
Principal Functions:	Undertake duties connected with the preparation and cooking of meals and the organisation of the serving of food.
Main Duties:	Preparation of food and beverages, for example vegetables and snacks. Cooking of meals (with instruction) in accordance with menus. Organisation of the serving of food, including any transporting and serving. General kitchen and dining room duties, including washing up, setting up and clearing away equipment and tables. Cleaning of the kitchen, its surrounds and equipment. Duties may include cash handling. All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; Codes of Practice; and established local authority procedures. All duties will be carried out in the working conditions normally inherent in the particular job. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Where appropriate it will be required to wear any uniform or protective clothing.

To accept any training to facilitate the undertaking of duties for jobs up to and including the grade for the post.

To assist in providing the appropriate experience/training for similarly graded employees.

Other duties arising from the use of the premises commensurate with the grading of the post.

East Renfrewshire Council catering service provides a multi-cultural and life style menus, all catering staff must be able to carry out relevant food preparation and service delivery of all associated dishes. In the catering assistant position, there is simple preparation of all types of foods, and the role includes the handling of fresh ingredients such as meat, fish, eggs, other dairy products, bread products, fruit and vegetables during each shift.

PERSON SPECIFICATION

POST OF: Trainee Cook GRADE: 3	SERVICE: Facilities Management DEPARTMENT: Education		
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Elementary Food Hygiene City & Guilds or relevant qualification		✓ ✓	Copy of Qualifications
RELEVANT WORK/ OTHER EXPERIENCE Cooking experience	✓		Application form
SKILLS AND ABILITIES Menu planning, stock control, cash handling		✓	Interview
PERSONAL QUALITIES Good communicator Able to work as part of a team	✓ ✓		Interview
ADDITIONAL JOB REQUIREMENTS			