

Relief Cook

Schools

At a glance:

Grade: C

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Assisting the cook supervisor with the provision of the school meals service in a designated kitchen.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Prepare, cook and service meals and snacks as per the menu.
Work with the school staff to encourage acceptable standards of behaviour within the dining room and advise the Catering Management Team of any recurring problems
Order goods and ensure the checking and recording of deliveries is completed as per procedure
Ensure that correct storage and rotation of all food stocks, all materials are used appropriately, and waste is kept at a minimum
Ensure all food safety records are maintained
Ensure that all cash handling complies with procedures and all income is accounted for
Advise the Catering Management Team of any issues concerning non-payment of meals
Wash up either by hand or machine
Set up and clear dining room furniture as required, including cleaning dining room furniture and floors

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Elementary Food hygiene or equivalent

Food preparation qualification – NVQ level 2, C+G 706/1 + 706/2

Previous experience of food preparation, cooking and service.

Be able to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes