Job Purpose

To organise, administer and directly participate in the provision of a multi-choice traditional or cash-cafeteria catering service including the provision of welfare meals. This will encompass direct control over production, ordering provisions, cash collection and banking of Highland Council Monies.

The smooth and efficient running of catering services, in compliance with the School Health Promotion and Nutrition (Scotland) Act 2007.

Job Description – Key Duties and Responsibilities

1. Duties will include skilled cooking activities connected with the full range of foods as per the menu's, portion control and special diets.

2. Responsible for ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.

3. To ensure high standards of hygiene and operational practises are carried out in compliance with Health & Safety, COSHH and Food Safety Regulations.

4. Responsible for the collection and handling of all Highland Council monies, including the use of a cashless catering system.

5. Responsible for the efficient and effective operation of a School production kitchen.

6. To organise and supervise the kitchen and serving duties of all staff.

7. To liaise with the Catering Officer on all aspects of the catering service to ensure that the service provided is appropriate and meets the customers expectations and needs.

8. To order directly from contract suppliers on all foodstuffs and ancillary materials using CiA (*the Council's e procurement system*). Where necessary, attend to discrepancies in orders and any corrective actions in relation to suppliers or stock levels, including quality control and the reporting to head office.

9. To provide refreshment, snack and packed lunch service as required. Responsible for the vending operation within the establishment.

10. To ensure all stock levels are properly maintained and that perishable goods are regularly checked and rotated to avoid wastage.

11. To help organise (with the assistance of the Catering & Events Officer) and play a full part in catering for externally organised functions as required and where capacity and staffing levels are appropriate.

12. Preparation of send out meals including luncheon clubs and non educational catering.

13. Encourage uptake and maximise business with marketing support and innovative ideas in conjunction with line management, pupils and school staff.

14. Regular contact with the customers through SNAG and /or Pupil Council meetings and with the Head Teacher.

15. To ensure that all equipment and machinery is maintained, cleaned and in good working order.

16. Act as the point of contact for EHO inspectors, auditors and other official visitors to the kitchen, including maintenance and servicing of equipment and effective communications with the Business Support Team.

17. Responsible for all administration and documentation in line with operational requirements with attention to accuracy and to meet the required deadlines. To ensure that all order/invoicing procedures and food stock documentation are properly maintained up-to-date and that appropriate returns are made to the Highland Council D&I Catering Head Office on a weekly/monthly basis or as required.

18. Manual handling of all deliveries of stores from suppliers into appropriate stores and cupboards.

19. Ensuring all waste in dining and kitchen areas are disposed of appropriately, encouraging and complying with any re-cycling or similar activities carried out within the establishment.

20. Responsible for the organisation of staff, allocation of duties and rotas on a day to day basis in conjunction with the Catering Officer.

21. Assist the Catering Officer in the induction and on the job training for all kitchen staff as and when required and have an involvement in the development and training needs of staff.

22. Attend training as required for operational catering needs or compliance with legislation or Highland Council corporate requirements.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Experience of food preparation and cooking
2. Experience of providing a quality catering service
3. Experience of working unsupervised and taking control of kitchen
4. Elementary Food Hygiene Certificate or similar qualification
5. Ability to deal with all paperwork required to run a commercial kitchen
6. Understanding of the promotion of Healthy Eating
7. Willingness to undertake training
8. Ability to handle and account for cash accurately
9. Be courteous and polite
10. Work well and communicate within a team
11. Ability to communicate effectively at all levels

Ideal Attributes

Ideally you will be able to provide evidence of the following:

1. Computer literate or have a willingness to learn
2. Elementary or Intermediate Food Hygiene and a willingness to undertake the Intermediate level
3. Customer Care Skills
4. Understanding and promote Health & Safety within working environment

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.