Job Outline

Post:	Cook 1
Location:	Inverness Royal Academy
Hours:	21.25
Duration:	Permanent
Cluster:	Place
Grade:	HC02
Contact Name:	Caroline Ratcliffe
Contact email:	Caroline.Ratcliffe@highland.gov.uk

Job Purpose

Assisting in the day-to-day operational requirements of the kitchen or dining centre, including the basic food preparation, serving of all foods in compliance with the School Health Promotion and Nutrition (Scotland) Act 2007.

Cleaning, maintenance and checking of equipment. The collection, reconciliation, and banking of Highland Council monies.

Job Description – Key Duties and Responsibilities

1. Ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.

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

3. In conjunction with, and under direction of the cook, the post holder will undertake the preparation of simple cooking and serving of food including basic food preparation, e.g. vegetables, snacks, etc.

4. Assist in the maintenance of food stocks, storage and rotation.

5. Assist with the purchasing of supplies including the use of the Council's e procurement system.

6. Carry out general kitchen and dining duties; setting up and clearing away equipment and tables. Cleaning of the kitchen and the surrounding area and equipment.

7. Assist in the preparation of transported meals including the packing and loading of food containers and their unpacking and unloading.

8. Washing up of all crockery, cooking utensils, setting up and clearing away of all catering equipment.

9. Collection, reconciliation and banking of Highland Council monies.

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

11. Manual handling of all delivery of stores from various suppliers into the appropriate storage rooms, cupboards.

12. The duties of this job do not include any supervisory responsibility but does require to assist and give guidance to new staff.

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

14. 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.

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

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

17. To ensure that the service provided is appropriate and meeting customer expectations and needs.

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. Knowledge of personal hygiene practices
2. Experience of dealing with a range of customers
3. Willingness to undertake the training
4. Ability to handle and account for cash accurately
5. Be courteous and polite
6. Work well and communicate within a team
7. Ability to undertake different tasks as required by the Cook in Charge.
8. Ability to work in a changing and demanding environment

Ideal Attributes

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

1. Computer literate or have a willingness to learn
2. Elementary Food Hygiene Certificate or similar qualification
3. Customer Care Skills
4. Awareness of Health & Safety within working environment

The Highland Council
Comhairle na Gàidhealtachd

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.