


# EAST RENFREWSHIRE COUNCIL

# COOK

# EASTWOOD HIGH SCHOOL

# ERN06567

# EXTERNAL

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

# ADVERTISEMENT

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| **DEPARTMENT:** | Education |
| **JOB TITLE:** | Cook |
| **JOB STATUS:** | Part Time / Term Time - 39 Weeks |
| **DURATION:** | Permanent |
| **NUMBER OF VACANCIES:** | 1 |
| **GRADE:** | 4 |
| **TERM TIME HOURLY RATE:** | £12.846 - £13.7489 |
| **PRO RATA ANNUAL SALARY:** | £16,744 - £17,921 |
| **HOURS PER WEEK:** | 25 |
| **SHIFT PATTERN** | Monday – Friday:<br>08:30 – 14:00 |
| **LOCATION:** | Eastwood High School |

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
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.**

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.

**Employability Support – Work East Ren –** For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website https://www.workeastren.co.uk/

## 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 29 November 2026**

**Shortleet date:** **TBC**

**Interview date:** **TBC**

If you would like an informal discussion about the post, please contact Nicky Joiner, Catering Coordinator on 0141 577 3308. (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.

## 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

**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: | Cook |
| Responsible to: | Catering Coordinator |
| Grade: | 4 |
| Purpose of the Role: | To be responsible for activities associated with the preparation and cooking of meals within the allocated kitchen. |

Responsibilities

**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.**

- To undertake skilled cooking activities connected with the full range of meals and in accordance with menus.
- To supervise employees and all work associated with the provision of food, including menu planning, portion control, food preparation and cooking.
- Organise the serving of food, including transporting and serving.
- To control hygiene and ensure compliance of health and safety procedures within the unit.
- To order supplies and ensure budgetary control.
- To undertake all administrative tasks appropriate to the post.
- Demonstrate basic computer skills and enhance as appropriate.

- Duties may include cash handling and banking.
- 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 details are within the competence of the employee.
- Where appropriate it will be required to wear any uniform or protecting clothing.
- To accept any training to facilitate the undertaking of duties for jobs up to and including the grade of the post.
- To assist in providing the appropriate experience/training for similarly graded employees.
- Employees will be re-imbursed the additional costs arising from being sent to premises other than their base premise.
- 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:** | **COOK** | **DEPARTMENT:** | **EDUCATION** |
| **GRADE:** | **4** | **SERVICE:** | **FACILITIES MANAGEMENT** |

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Professional/ Educational Qualifications or Equivalent Work Experience** | | • Elementary Food Hygiene<br>• City & Guilds or relevant qualification |
| **Relevant Work/Other Experience/Skills** | | • Cooking experience<br>• Menu planning, stock control, cash handling |
| **Personal Qualities/ Behaviours** | • Good communicator<br>• Able to work as part of a team | |