Job Outline

Post:	Cook 2 (Non Education)
Location:	Mallaig Hostel
Hours:	As and when required (Weekend cover)
Duration:	Casual
Cluster:	Place
Grade:	HC03 £14.12 per hour (£21.18 per hour at weekends)
Contact Name:	Caroline Knox
Contact email:	Caroline.knox@highland.gov.uk

Job Purpose

The ordering, preparation, cooking and serving of all meals associated with the catering provision within the unit. The collection, reconciliation, and banking of Highland Council monies.

The smooth and efficient running of Catering Services.

Job Description – Key Duties and Responsibilities

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

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

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

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

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

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

7. To ensure that sufficient stock levels are maintained and that perishable goods are regularly checked and rotated to avoid wastage. 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 the Highland Council P&H Catering Head Office.

8. 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 P&H Catering Head Office on a weekly/monthly basis or as required.

9. To order directly from contract suppliers on all foodstuffs and ancillary materials using Integra (*the Councils 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 the Highland Council P&H Catering Head Office.

10. 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.

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

12. 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.

13. Actively communicate and encourage any corporate initiatives i.e. energy efficiencies.

14. 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 dealing with a range of customers
4. Willingness to undertake the training
5. Ability to handle and account for cash accurately
6. Be courteous and polite
7. Work well and communicate within a team
8. Ability to undertake different tasks as required by the Cook in Charge / Catering & Events Officer.

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

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.