

Job Outline

Post:	Cook 2
Location:	Alness Academy
Hours:	25
Duration:	Permanent
Cluster:	Place
Grade:	HC03 £14.12 - £14.51 per hour
Contact Name:	Katy Richardson
Contact email:	Katy.Richardson@highland.gov.uk

Job Purpose

To assist the cook in the preparation cooking and serving of all meals associated with the catering provision within the school.

Menu preparation and cooking methods will comply with the School Health Promotion and Nutrition (Scotland) Act 2007.

Assist in smooth and efficient running of a multi-choice cash-cafeteria Catering Service, encompassing the production of all food under the supervision of the Cook in Charge.

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. 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.

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. Responsible for all administration and documentation in line with operational requirements with attention to accuracy and to meet the required deadlines.
6. To ensure high standards of hygiene and operational practises are carried out in compliance with Health & Safety, COSHH and Food Safety Regulations.
7. To deputise for the Cook in Charge in their absence.
8. To liaise with the Cook on all aspects of the catering service to ensure that the service provided is appropriate and meeting customer expectations and needs.
9. 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 Highland Council D&I Catering Head Office.
10. Manual handling of all deliveries from suppliers into the appropriate stores and cupboards.
11. Ensuring all waste in dining and kitchen areas is disposed of appropriately, encouraging and complying with any re-cycling or similar activities carried out within the establishment.
12. Ensuring regular customer contact by participating with SNAG (Schools Nutrition Action Group) or Pupil Council in the absence of the cook in charge.
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
8. Ability to undertake different tasks as required by the Catering 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.

spectrum
.life

vivup

Healthy
Working
Lives

EQUALLY SAFE AT
WORK
DEVELOPMENT

disability
confident
LEADER

ARMED FORCES
COVENANT
EMPLOYER
RECOGNITION
SCHEME
GOLD AWARD

happy to
talk flexible
working

We are a
**Living
Wage**
Employer

myjobscotland