

Job Description

Job Title Assistant Cook

Level 3

Service Facilities Management - Catering

Job Purpose

Responsible for all activities in a larger kitchen and its surrounds connected with the provision of a catering service

Date: 1st July 2020



Post Responsibilities:

- Full range of food production skills to cover all menu items.
- Supervision and training of Catering Assistants.
- Ensure adequate stock of approved provisions and catering equipment.
- Preparation of menus.
- To ensure portion control and the provision of special dietary meals.
- Cash handling and completion of financial records.
- Ensure all records are kept up to date.
- Provide a service that is customer focused
- Ensure the efficient utilisation of employees, labour and equipment.
- To liaise with external contractors as and when required.

Possession of:

- R.E.H.I.S Elementary Food Hygiene Certificate (or equivalent)
- Sound knowledge and awareness of Health and Safety Working practices

Substantiated ability to:

- Demonstrate relevant work experience within a production kitchen whilst undertaking safe working practices
- Work on own initiative and achieve deadlines
- Meet the standards required under the Values and Behaviours of South Ayrshire Council

Demonstrable experience of:

- Food preparation within a production kitchen, ensuring delivery of good practical skills ensuring high quality food production and presentation.
- Carrying out a supervisory role in the absence of the Catering Supervisor
- Manual Handling skills and experience



- Fluent communication skills, both verbally and in writing
- Self-motivation, reliability and enthusiasm with the ability to motivate others whilst adapting a positive approach to team work ethics
- Working and adapting within a flexible working environment with the ability to cover various locations across South Ayrshire Council as and when required including weekends.

Proven Technical Understanding of:

- Customer care with a strong commitment to providing a high standard of service delivery
- Literacy and numeracy, with the ability to access computer systems and maintain accurate records

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

Applicants must be able to recognise and report concerns about the wellbeing of children and vulnerable service users and be able to maintain appropriate professional relationships with service users.

