

JOB DESCRIPTION

Job Title: Cook 1		Ref No:	JE Ref: BM15
Department: Economy and Infrastructure		Band: 2	Location: Dumfries and Galloway
Responsible To:	Area Supervisor or Catering Manager		
Responsible For:	N/A		
Job Purpose:	To undertake individually or as part of a team activities in a kitchen and its surrounds connected with the provision of the catering service		
Job Activities:	Food Preparation - Assist with preparation of food and beverages Cooking - Assist with cooking tasks as required Serving Meals - Serving meals as required - Setting up, clearing away and cleaning equipment associated with the kitchen and its surrounds including dishwashing, dining room tables and chairs, washroom areas etc. General Duties - Actively participate in delivering the Facilities Management Team Plan - Administration processes associated with the post including collating/submitting relevant bookwork and cash handling - Act as the point of contact for EHO inspectors, auditors and other official visitors to the kitchen - Responsible for ensuring regular stock rotation and control; evidence of wastage and portion control are adhered to - Responsible for ensuring servery is well stocked and products displayed appropriately at all times of service - Responsible for ensuring all equipment is maintained correctly and if faulty reported using proper procedure - Responsible for ensuring full compliance with Health and Safety including compliance Environmental Health, CookSafe and Food Hygiene regulations at all times - Responsible for ensuring full compliance with “Schools (Health Promotion and Nutrition) (Scotland) Act 2007” at all times - Responsible for ensuring security of the kitchen and it surrounds including key holding - To pro-actively deal with all complaints, comments and suggestions from customers and report to your line manager - Deliver effective partnership working and commit to supporting corporate initiatives and priorities - Improve performance in relation to your kitchen carbon footprint (equipment / cleaning material usage) - Carry out the above duties in any other local Dumfries and Galloway Council establishment as necessary if practicable - Duties may vary according to seasonal demand <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>		

Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the Team Plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	Alan Mawson Senior Manager, Facilities Management Date: February 2014