

Cook Supervisor

Various Schools

At a glance:

Grade: D

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

To be responsible for the provision of the school meal service in a designated school.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Manage the provision of the school meal service in a designated location, to the required standards within the allocated resources. This will include ordering provisions from the nominated supplier, supervision of staff team, preparation, cooking and service of food, completion of records, liaising with customers, school staff, health professionals and wider school meals team.

Ensure that staff and all work practices comply with Health and Safety requirements, Food Safety requirements, Allergen Management, COSHH and Labelling Regulations, including the completion of all associated records.

Work with parents, health professional and school staff to ensure that any specific dietary needs are catered for.

Promote the school meals service and encourage uptake.

Work with the Service Manager (Corporate Catering) to identify and realise any potential savings.

Monitor the performance and attendance of staff and advise the Catering Supervisor of any issues.

Attend team meetings and contribute towards any collaborative work streams, for example menu development.

Report equipment faults as per procedure and advise the Catering Supervisor of any recurring issues.

Provide the catering service as required, this includes lunch clubs, school-based activities and any other requirement.

Ensure that all cash handling complies with financial regulations, all income is accounted for and any issues of non-payment are managed as per the agreed procedure.

Assist with the recruitment, selection and training of Kitchen Assistants, to monitor performance and, where necessary, take appropriate action to remedy any issues.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Hold a professional cookery qualification at SVQ3 or equivalent experience.
Intermediate Food Hygiene Qualification (holders of Elementary level will be considered on the understanding that they will complete intermediate within 6 months of appointment)
Minimum of 12 months experience of food preparation, cooking and service.
Previous experience of supervising multiple staff.
Experience of ordering, stock control, and managing a budget
Ability to demonstrate knowledge of food safety management.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	PVG Children.	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes