

FALKIRK COUNCIL



Job Profile

Job Title:	Senior Cook
Reporting to:	Building Services Officer
Responsible for Line Management of:	Catering Assistants
Your Job is to:	You will be responsible for all activities in a larger kitchen and its surrounds connected with the provision of a catering service, including the provision of transported meals. You will be motivated and enthusiastic in leading a team to provide an effective and efficient customer service to high standard.
Grade:	E

What you will do :

Job Specific Tasks

1. Produce food including preparation and cooking, transported meals, menu planning and portion control.
2. Operating in a large scale cooking operation.
3. Support service users with dietary requirements.
4. Organise and supervise other employees including allocation of duties, work rotas and training.
5. Take care for own and the teams Health and Safety and manage the control of hygiene within the unit.
6. Security of the kitchen and its surrounds.
7. Ensure maintenance of equipment, including vending machines.
8. Clerical duties such as ordering supplies and control of budgets.
9. Cash handling and maintenance of cash register records/swipe system.
10. Other duties as required by Building Services Officer.

Job Demands

1. You will be based in a School/ELC Centre with travel between locations.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to work to deadlines.
4. You will regularly be responsible for cash handling or processing financial transactions such as invoices
5. You will be responsible for a team.
6. You will be expected to communicate well with colleagues and others.
7. You will have excellent written and verbal communication skills.
8. You will provide a front-line service to council customers.

9. You will be responsible for stock control within your designated area.
10. You will be responsible for expensive equipment.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • City & Guilds in 706 Part 1 and 2 or equivalent • Certificate in Food Hygiene in Intermediate • Gain/maintain PVG membership for working with Children	• HC BT Craft Trainer Award	Application Form Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Mentoring skills • Team working skills • Experience in current Health and Safety regulations and procedures.	• Previous supervisory experience. • Experience in direct cash handling. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview