Glasgow City Council
Role Profile Description

Date	**June 2006**
Family	**Catering**
Role profile Level Number	2a
Reporting line (general)	
Purpose	
Preparing, cooking and serving a selection of straightforward meals in small establishments.	
Work area statement	
Action	**End Result**
Food Services	
Prepare, cook and serve complete dishes from a limited number of straightforward pre-determined options (including special dietary requirements).	• Food is prepared and cooked for service
Staff supervision	
Set daily tasks for team members and instruct/train in basic catering skills.	• Operations run effectively and objectives achieved. • Standards are maintained
Skills development	
Instruct/train in basic kitchen and cooking catering skills.	• Staff develop skills and knowledge to deliver the food services • Corrective action taken as appropriate
Stock Management	
Carry out basic stock control, replenishment and management to list.	• The establishment is stocked to the optimum levels. • Stock rotation is held to health standards • Shrinkage and wastage is minimised
Health, Safety and Hygiene	
Monitor food and health and safety standards and maintain required records.	• Compliance with legislation and regulation • Food preparation and service takes place in a clean and safe environment
Financial Control	
Reconcile cash transactions.	• Monies are correctly accounted for and Banked
Cleaning	
Ensure that kitchen and equipment, work areas and surrounds are kept clean and tidy.	• Food is prepared and stored in an hygienic environment

Nature of contacts and relationship (who and the nature of the communications)
Ordering and receiving goods from suppliers – serving food to customers – setting and supervising tasks.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
In a kitchen, involving manual handling and physical effort – operating and instructing others to use equipment such as mechanical knives, fryers.
Procedural Context (creativity, discretion, impact)
Delivering food in pre-planned menus – using knowledge of dietary limitations to adapt dishes to meet prescribed requirements. Establishment may receive semi-prepared meals from suppliers.
Key facts and figure ranges (include likely size of any team managed)
Setting the daily tasks for a usual team of up to 5 Staff in standalone sites.
Skills, knowledge and qualifications
Formal qualifications required. Essential and generally preferred
Ability to convey information and instructions to colleagues - the ability to prepare and cook straightforward meals that often partially pre-prepared. Basic food hygiene qualification.
Work knowledge
Knowledge of basic cooking techniques in volume and time dependent situations.
Work skills and equipment operated
Ability to use and instruct others to use industrial kitchen equipment. Use of standard IT based systems.
Key Competency Requirement

	Competency	Level
1	Personal Effectiveness – Influencing	1
2	Managing Change - Communicating	1
3	Personal Effectiveness - Self Development	1
4	Personal Effectiveness - Decision Making	1
5	Providing Excellent Customer Service - Collaboration	1
6	Managing Change - Attitude	1
7		
8		