East Lothian Council

JOB OUTLINE	
JOB TITLE: Cook Supervisor (RHOP)	**JET CODE: 7317**
SERVICE: Facilities Management Services	
DIVISION: Infrastructure	
REPORTING TO: Area Officer (FMS)	
RESPONSIBLE FOR: Catering Team within the Residential Home for Older People	

JOB PURPOSE:

To oversee the effective delivery of the catering service, ensuring full compliance with all relevant Health & Safety and HACCP Food Safety legislation, and alignment with Council policies and operational standards.

MAIN DUTIES:

- Plan, order, and prepare menus that provide nutritious and well-balanced meals, ensuring they meet residents' dietary needs.
- Develop, implement, and maintain a menu cycle, adapting menus as required to accommodate individual preferences, dietary requirements, and changing needs of residents.
- Ensure full compliance with legislative and regulatory requirements, including HACCP food safety standards, Health & Safety, and COSHH. Provide guidance and leadership to the catering team on safe working practices and promptly report any faults or risks.
- Maintain accurate and up-to-date records of all training, procedures, and relevant documentation.
- Supervise the catering team, including task allocation, rota management, and performance oversight, ensuring service delivery meets operational needs and remains within staffing budgets.
- Provide day-to-day leadership, advising and guiding staff on their duties, communicating changes effectively, and delivering on-the-job training where required.
- Manage ordering of provisions from approved suppliers in line with Council procedures, ensuring best value and adherence to budgetary constraints.
- Oversee stock control, including monthly stock checks, accurate reporting, and effective management of all supplies.

- Complete and submit all required catering documents to FM Admin on a weekly and monthly basis, following financial reporting processes.

- Provide a transported meal service and external catering / hospitality, when required.

- Engage and communicate with stakeholders, including residents and their families, ensuring high standards of service and responsiveness to needs.

- Liaise with the Area Officer and home management teams to ensure coordinated and effective service delivery.

- Promote and implement safe working practices, ensuring the catering team follow all procedures and that any accidents or incidents are recorded and reported to FM Management at the time.

- Support HR-related processes, including absence management, return-to-work interviews, and recruitment and selection activities.

Undertake any other duties appropriate to the grade of the post, as requested by FM Management. Duties may be required at any establishment within East Lothian Council.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Must hold an Elementary Food Hygiene Certificate and be qualified to SVQ Level 2 (or equivalent) in Food Hygiene, Cooking, or Hospitality. Candidates without formal qualifications must be able to demonstrate equivalent knowledge, skills, and experience gained in the catering industry within a care home setting, including the ability to meet varied dietary requirements and prepare soft-palate diets.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

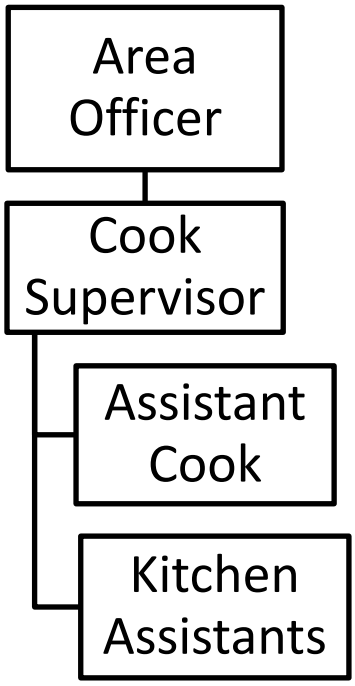
Scottish Social Services Council:

- None.

TEAM RESPONSIBILITIES:

The catering team plays a vital role within the Home, providing all daily catering for residents, including breakfast, lunch, evening meals, and snacks throughout the year. The team is responsible for delivering wholesome, home-cooked meals that meet residents' nutritional needs, while ensuring full compliance with all relevant food safety and Health & Safety legislation, and adherence to East Lothian Council policies and procedures.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Must hold an Elementary Food Hygiene Certificate and be educated to SVQ Level 2 or equivalent in a Food Hygiene, Cooking or Hospitality related subject **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience in the catering industry within a care home setting, including adapting to varying dietary needs and soft palate diet. This role requires **PVG clearance** for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.	HNC in a relevant subject Health and Safety training Intermediate Food Hygiene Certificate Food and Health Certificate Food Standard Scotland Allergen Training
Previous Experience (Paid & Voluntary Work)	Experience in cooking/special diets and home baking Experience of supervising staff Experience of budgetary control and book keeping Experience of ordering, receiving goods and stock control	Experience of working in a professional kitchen Experience of providing customer care
Knowledge/ Skills /Competencies	Effective verbal and written communication skills Effective organisational and time management skills	

	Numeracy skills	
Personal Qualities	An understanding of the needs of residents/customers Ability to work without close supervision Ability to work flexibly as part of a team Ability to prioritise conflicting workloads and delegate to others Ability to maintain confidentiality relating to sensitive or personal matters	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	