

JOB DESCRIPTION

POST TITLE: Cook in Charge 5

DIVISION/UNIT: Facilities Services/Catering Unit

GRADE: 5

RESPONSIBLE TO: Assistant Catering Manager

RESPONSIBLE FOR: Assistant Cooks
Catering Assistants

Job Purpose

Responsible for all catering activities within a kitchen, this will include providing a high standard of catering service, making efficient and effective use of all resources available within budgetary constraints and with minimal waste. Provide a supervisory role to the catering team.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Supervise and prioritise, on a daily basis, the work of the Assistant Cooks and Catering Assistants in your establishment and assist with the implementation of employment policies.
5. Provide a full range of skilled cooking and organisational skills within the kitchen in order to provide a high standard of catering service.
6. Prepare and present quality food and beverages in accordance with a broad daily menu, following set recipes and including dietary meals (where appropriate).
7. Direct and control service points and any transported meals service.
8. Ensure adapted diet procedures are followed at all times.
9. Explain the cashless system to Primary 7 pupils during their secondary school induction and to new pupils and staff throughout the school year. Provide support to school staff on the use of the cashless system, including how to register pupils.
10. Follow instructions from the telephone helpdesk to resolve any breakdowns of the cashless system or touch pad ordering system.

11. Organise promotional meals and menus and promote healthy eating programmes for pupils, parents and teaching staff.
12. Identify and provide any on the job training requirements for the Catering Assistants in your team.
13. Order food supplies and carry out other related administrative duties, including the use of computerised databases, updating and recording as necessary.
14. Ensure efficient portion and waste control.
15. Efficiently handle/record cash and control budgetary costs.
16. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
17. To ensure proper maintenance of equipment, reporting faults and requesting replacement equipment, as required.
18. Complete all HACCP documentation timeously.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	3	4	2	3	2	1	3	2	2	2	3	3