

Job description



Nottingham
City Council

Job title: COOK SUPERVISOR

Department:

Service:

Grade:

Post reference number:

1. Job purpose

To provide general supervision of the Kitchen in the preparation and serving of school meals.

2. Principal duties and responsibilities

1. Compilation of work rotas for staff and the supervision of all kitchen staff.#
2. Cooking of meals with help from the kitchen staff.
3. Cleaning and washing up of kitchen and dining equipment and premises.
4. Preparation of main course meals including vegetables and sauces, plus puddings and other similar provisions.
5. All administrative work in connection with the running of the kitchen, including menu planning, food ordering, stock control, daily record sheets, basic costing, staff record sheets, requesting of equipment and reporting of repairs to premises and equipment.
6. Supervision of hygiene in kitchen, ensuring that HACCP standards are maintained.
7. Induction and training of new staff in Health and Safety training and staff code of conduct.
8. Induction and training of new staff in correct cooking methods.
9. Supervision of setting up and cleaning the dining areas before and after meals, moving tables and chairs as necessary.
10. Co-operation with Head Teacher with regards to dining schemes and duties of Supervisory Assistant.
11. Help with special functions which take place in the school and on inset days.
12. Collect money for purchases as and when required.
13. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of Information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

Click once and type details of staff supervised here

7. Post holder's immediate supervisor: Click once and type job title here

Prepared by/author: Click once and type name here

Date: Click once & type date

Job title: Click once and type job title here

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Person specification



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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Work to Promote mutual respect and good relations	1. Awareness and commitment to City Council's Equal opportunities Policy.		✓		✓	
	2. Knowledge of good customer care practice and experience of working in a customer focused environment.		✓		✓	
Communication and Teamwork	1. Ability to be diplomatic, approachable and sensitive to the needs of others including Head Teachers, parents, pupils suppliers and staff.		✓		✓	
	2. Ability to communicate face to face, by telephone and in writing.		✓	✓	✓	
	3. Demonstrate ability to work as part of a team.		✓		✓	
People Management	1. Experience of effectively managing a kitchen team.		✓		✓	
	2. Demonstrate experience of leading, motivating, training and developing staff.				✓	
	3. Able to prove flexibility when dealing with school's needs.		✓		✓	
Technical	1. Experience of running a full production kitchen including preparing work rotas, managing a budget and completing all related paperwork.		✓	✓	✓	
	2. Ability to plan and organise menus, order supplies and maintain appropriate stock levels.		✓	✓	✓	
	3. Knowledge of food hygiene and safety law, Health and Safety regulations and their application in the kitchen.		✓	✓	✓	

	4. Ability to react in case of emergency.				✓	
Work Related Circumstances	1. Willingness to attend training courses relevant to your position. 2. Willingness to handle cash as required. 3. Must undergo and pass police check Willingness to comply with the City Council's non-smoking policy.				✓ ✓ ✓ ✓	✓

P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

Prepared by/author: Click once and type name here

Date: Click once & type date

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