

# Apprentice Assistant Cook Supervisor

Service	Reporting to	Location	Grade
Citywide Catering	Cook Supervisor / Unit Manager	Salford	Apprentice

## About the role

- You will assist the Cook Supervisor / Unit Manager in providing a quality meal to all our children (nursery, infant, junior and senior) and adults in an efficient and effective manner.
- You will assist the Cook Supervisor / Unit Manager with undertaking skilled cooking activities including the preparation, cooking and presentation of quality food, while accommodating special diets, ensuring that food is presented with flair and imagination, and high standards are maintained.
- You will be required to deputise for the absence of the Cook Supervisor / Unit Manager ensuring that a quality catering service is maintained, and all documentation and checks are completed in required timescales.
- You will set up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.
- You will prepare, set up and clear the dining room before and after service including where necessary the movement and storage of dining room furniture.
- You will assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
- You will assist in the maintenance of a high standard of hygiene, cleanliness and health and safety within the kitchen and associated areas, reporting any areas of concern to the Cook Supervisor / Unit Manager
- You will assist in the receipt and storage of deliveries.
- Where applicable, be responsible for the operation of cash registers, cash handling, daily cash reconciliation, banking of cash and security of cash within the unit, and the operation of the cashless catering system.

- You will assist the Cook Supervisor / Unit Manager with the marketing of the catering service and delivery of promotional days.
- To support the Cook Supervisor / Unit Manager in the maintenance of the Safer Food Better Business system and documentation, ensuring that this is maintained in the Cook Supervisors / Unit Managers absence.
- On occasion, you will be required to assist other units, to meet the needs of the service.
- You will be required to complete relevant training, as directed by Citywide Services within the timescales specified.
- On occasion, you will be required to attend meetings / training courses as required.
- To undertake any other such duties that is reasonably commensurate with the level of this post.

## Key outcomes

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- You will contribute to a high-quality catering service is provided to the school and meets the needs of the customers.
- You will ensure food standards and hygiene legislation is adhered to and maintained through the kitchen.
- You will contribute to the delivery of nutritious meals in line with any dietary restrictions.
- You will work with the Cook Supervisor / Unit Manager to increase meal uptake at the school.

## What we need from you

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- To model and demonstrate our values and behaviours.
- To demonstrate and have an awareness of a high standard of hygiene both operational and personal.
- Demonstrate an awareness of safe working practices within the working environment.
- Current basic hygiene certificate
- To attend college to complete Chef Production Standards or equivalent.
- To complete all Citywide Services training as directed within the timescales allowed.

- Basic literacy, numeracy skills
- Relevant proven experience working within a catering environment, able to show flair and imagination in food preparation and presentation.
- Ability to demonstrate excellent customer service skills.
- Ability to direct and lead a team when covering or deputising for the Cook Supervisor / Unit Manager.
- Ability to demonstrate initiative.
- To carry out their duties with full regard to the City Councils Equal Opportunities, Health and Safety and Community Strategy policies.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

## A digital organisation

### Developing your digital skills

#HappytoTalkFlexible



Salford City Council

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our vision and priorities

### Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

## The Great Eight are:

Tackling poverty and inequality.



1

Creating vibrant places and spaces.



2

Tackling the climate emergency.



3

Skills and education (A Learning City).



4

Affordable housing and reducing homelessness.



5

Promoting transport and digital connectivity.



6

Creating an economy for all.



7

Tackling health inequalities and providing the best possible care.



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## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

### Role details

Completed by: Lucy Clarke, Service Manager, Citywide Services

Date: 31/07/2023

Job code:

Job score:

Date of evaluation: