

# Cook Supervisor

<b>Service</b> Citywide	<b>Reporting to</b> Area Supervisor	<b>Location</b> Various	<b>Grade</b> 3A SCP 20 - 24
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## About the role

- You will have day to day responsibility for the efficient and effective production of quality meals to children (nursery, infant, and junior) and adults.
- You will undertake 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.
- Responsible for all aspects of Health & Safety within the kitchen, including:
  - monitoring and maintaining hygiene standards
  - the care and safe use of equipment including the isolation and reporting of faulty equipment.
  - reporting any areas of concern to the Area Supervisor
- Responsible for supervision of all staff within the unit including:
  - providing direction and carrying out regular appraisals
  - the delivery of induction training
  - on job training and briefing sessions to staff
  - completing and checking timesheets ensuring that hours worked are recorded correctly including any variances.
  - Completion of return-to-work interviews
  - Completion of monthly probations, when necessary
  - liaising with the Area Supervisor to ensure the optimum deployment of staff.
  - completion of relevant records i.e., employee record updates.
- Responsible to complete the electronic kitchen management system, to include;
  - temperature control
  - meal number reconciliation
  - stock takes.
  - placing orders
  - imputing deliveries
- Responsible at unit level for all aspects of budget management including ordering, preparation and receipt of goods, meal cost targets, portion control, and stock control utilising the electronic kitchen management system.
- Responsible for the completion of appropriate financial records and returns to the required standard and within the required timescales.

- Responsible at unit level for service delivery in line with relevant legislation: School Food Standards, Safer Foods Better Business, Allergen legislation (including Natasha's Law), Basic Hygiene legislation.
- Where applicable, be responsible for the operation of cash registers, cash handling and banking of cash and security of cash within the unit.
- The operation of the cashless catering systems, including pre order systems and reconciliation of these systems
- You will ensure compliance with Salford City Council and Citywide Service policies, codes of practice and all government legislation regarding hygiene, health and safety, first aid, fire precautions and security within the kitchen and association areas.
- Management of staff to ensure compliance of all policies.
- You will undertake promotional and marketing activities to promote the school meal service and attend parents evening etc. when necessary.
- On occasion, you will be required to assist other units, to meet the needs of the service.
- You will be expected to attend all relevant training sessions inside or outside of normal working hours.
- To train and cascade information to staff members within the timescales provided.
- You will ensure staff within the unit attend/complete all relevant training.
- You will be expected to liaise with our customers, and respond to comments and complaints in a positive, proactive manner.

## Key outcomes

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- You will provide a high-quality catering service in the unit.
- Liaising with Head Teachers / School Business Managers, you will ensure the service meets the needs of the customer.
- You will increase meal uptake in the unit.
- Children are served nutritious meals in line with any dietary restrictions.
- You contribute to delivering a lawful service as part of the team.

## What we need from you

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- Catering qualification NVQ Level 2, Chef production standards or equivalent

- Current Basic Hygiene Level 2 Certificate.
- Current Allergen Awareness training.
- To possess or undertake and obtain safeguarding training within 6 months of appointment to the post.
- To undertake all corporate business training as required.
- To model and demonstrate our values and behaviours.
- Basic literacy and numeracy skills, ability to manage financial duties.
- Strong written and oral communication skills at all levels and be able to cascade information to staff.
- Ability to supervise, direct and lead a team within a catering environment.
- Ability to deliver on job training including Safer Food Better Business and cascade information to members of your team.
- Excellent customer service skills.
- To complete all Citywide Services training as directed within the timescales allowed.
- Ability to show initiative and take responsibility to improve how we do things.
- Ability to demonstrate flair and imagination in food preparation and presentation.
- Up to date knowledge of legislation and policies within a catering environment (Health & Safety, Hygiene)
- Knowledge of on-the-job training techniques.
- Ability to use a computer to include pre order systems where necessary.
- Aim towards a Level 3 supervisory skills
- 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. It's important you also take full advantage of any informal learning available to you during your work.

## Online learning

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.

## 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](#) website.

## A digital organisation

### Developing your digital skills

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.

# 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](#).



## Our organisation's values

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



Salford City Council

#HappytoTalkFlexible

# 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: ECS00032

Job score: 436

Date of evaluation: February 2024