



JOB DESCRIPTION

JOB TITLE: Town Hall Cook 3

DEPARTMENT: Operational Services for Education

GRADE: Band 3 pt 17 to pt 21

DIRECTLY RESPONSIBLE TO: Chef Manager

Main Purpose of the Job:

Responsible for all activities in the kitchen and be responsible to the Chef Manager, or such other officer as may be determined by the Service Manager, for the preparation and cooking and serving of meals.

Main Duties:

The duties will include :-

- (i) Skilled cooking activities connected with the full range of meals (for example preparation of menus, portion control
- (ii) Record keeping (for example ordering and receipt of supplies/stock taking, HACCP system etc.).
- (iii) Responsibility for health and safety and the control of hygiene in the kitchen.
- (iv) The direction and / or supervision of other cooks.
- (v) Operation control of the serving of meals.
- (vi) To attend all appropriate training and to train others.
- (vii) Deputising for Chef Manager during periods of absence.
- (iii) To deliver events catering, to Altrincham Town Hall, Flixton House and Trafford Town Hall on weekends and evenings when required.
- (iv) To provide support to the schools catering service during staff shortage periods.

All duties must be carried out to comply with :-

- (i) The Health and Safety at Work Act
- (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements including the Food Safety (General Hygiene) Regulations 1995.
- (iii) Nationally agreed Codes of Practice which are relevant



All duties will be carried out in the working conditions normally inherent in the job. All necessary paperwork must be completed.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Date prepared/revised: 02/09/2016

Prepared/revised by: A.Siddall



PERSON SPECIFICATION

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DEPARTMENT: Operational Services for Education

GRADE: Band 3 pt 17 to pt 21

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Good standard of Education. NVQ Level 2 or equivalent, in professional cookery.	A I C
2. Experience/Work related experience	
Catering background in a similar environment	A
3. Knowledge	
Awareness of Healthy Eating Issues	I
4. Skills & Abilities	
Good interpersonal skills, positive management style	I
5. Special Working Conditions	
Required to wear protective clothing as issued	I
No smoking policy	

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements



ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Minimum of NVQ level 3 C & G 706 1 & 2 or equivalent	A I C
2. Experience	
Supervisory experience, current/recent experience in a professional catering environment	A I
Menu planning, stock control and accounting and associated bookwork	A I
Use of cash register, IT Literate	
3. Knowledge	
Minimum Basic Food Hygiene Certificate	C
Knowledge of Health and Safety, COSHH, HACCPs	A C
4. Skills & Abilities	
Excellent culinary skills	I ,T
5. Special Working Conditions	
None	

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: 02/09/2016
Prepared/revised by: Alan Siddall