

Job specification

Job title: Mobile Cook in Charge

Service: MetroFresh

Grade: G5

Reporting to: Client Manager

Your job

MetroFresh provide a range of services to our schools across the borough including the effective delivery of a school meals service.

You will be working in a busy school kitchen with responsibility for the overall catering operation including the preparation and service of high quality meals for the children, staff and visitors to the school. You will plan stock and ordering requirements in line with pre-determined menus and budgets.

You will supervise the catering team ensuring that they are motivated and engaged and you'll provide them with the appropriate training to meet the needs of the service within the school. You will participate in and oversee that the general cleaning duties are carried out in accordance with the relevant policies and procedures.

You'll have responsibility for cash reconciliation where appropriate which will include banking and handling of money. You will plan, oversee and undertake general cleaning duties in accordance with the relevant policies and procedures.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an on-going basis you will:

- Promote a welcome and friendly environment for customers.
- Lead the catering provision and service of all catering requirements.
- Complete, maintain and submit all relevant documentation including Hazard Analysis and Critical Control Points (HACCP), food and equipment orders and staff time sheets.
- Comply with the relevant quality assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- To promote safe working practices and work at all times in a way that will ensure your own personal safety and that of others.
- Undertake regular training as and when required under the direction of the Client Manager.
- Display passion and dedication to the role.
- Be available to attend meetings for example listening to action, staff engagement, take part in staff survey, My Time and attend 2 cleaning days per year.

- Work with Client Managers to maximise profitability through managing income levels, labour and food costs.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- City & Guilds 706/1 & 2 or equivalent level of qualification in catering.
- Excellent customer care skills with a good understanding of customer care principles
- A Basic Food Hygiene Certificate.
- A good understanding of Control of Substances Hazardous to Health (COSHH) principles.
- Excellent communication skills with a good level of written, oral and numeracy skills.
- Knowledge of basic Health & Safety principles and how to adhere to them in a kitchen environment.
- Experience of working in a busy catering operation.
- Good leadership skills and the ability to lead and motivate a team with the ability to work without supervision, at times on your own and as part of a team.
- To be able to manage both food costs and income in line with catering budgets and knowledge of how to increase income and of the importance of marketing to maximise income.
- Ability to stand for long periods of time and to lift heavy equipment.
- Willingness to work on school inset training days and school open evenings when required.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Staff Deal

Wigan Council

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed



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