

Directorate:	Place	Section:	Citywide Services
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Job details

Job title:	Floating Cook Supervisor
Grade:	Grade 2B Scp 8-12
Location of work:	Various
Directly responsible to:	Service Development Officer
Directly responsible for:	General Assistants
Possible promotion to:	Unit Manager
Hours of duty:	Monday to Friday, term time only, in line with service requirements
Qualifications required:	See Person Specification
Primary purpose of the job:	To provide cover for Cook Supervisor absence and maintain a high quality catering service to Citywide schools across the city
Post ref no:	

Main duties and responsibilities/accountabilities

<ol style="list-style-type: none"> 1. Day to day responsibility for ensuring and participating in the efficient and effective production of quality meals to the nursery, Infant and junior children and adults as required. 2. Responsible for the optimum deployment, direction, appraisal and supervision of all staff within the unit if required 3. Liaise with the Area Supervisor to ensure the optimum deployment of staff within the unit you are covering . 4. Responsible for the delivery of induction training within the unit together with on the job training and briefing sessions to the staff. 5. Skilled cooking activities including preparation, cooking and presentation of food, provision of special dietary meals, serving of food ensuring high standards are maintained. 6. Responsible for monitoring portion control and organisation of the catering service.
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7. Completion of appropriate financial records and returns in required timescales.
8. Ensure compliance with DSO policy, codes of practice and all government legislation with regard to hygiene, health and safety, first aid, fire precautions and security within the kitchen and association areas.
9. Responsible for monitoring and maintaining hygiene standards within the kitchen.
10. Responsible for the care and safe use of equipment including the isolation and reporting of faulty equipment.
11. Responsible for the security of the kitchen, recognised key holders, operation of cash registers (if applicable), cashless systems , cash handling and banking of cash and security of cash within the unit.
12. Participation in promotional and marketing activities.
13. Responsible for the monitoring of probationary periods and conducting of return to work interviews with staff within the unit.
14. To undertake any other such duties that are reasonably commensurate with the level of this post.
15. The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.
16. To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date job description prepared/revised: November 2015

Prepared/revised by: Paula Worthington

Agreed job description signed by holder: