

Job specification



Job title: Cook in Charge (CIC)
Service: Local Kitchen, Transport and Road Safety (LTRS)
Grade: G5
Reporting to: LTRS Operational Area Supervisor

Your job

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 pupils, staff and visitors to the school.

You will plan stock and ordering requirements in line with pre-determined menus and budgets.

You will lead and supervise the catering team, ensuring that they are motivated, engaged and appropriately trained 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 will have responsibility for cash reconciliation where appropriate which will include banking and handling of money.

Mandatory statement

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 ongoing 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 always 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 LTRS management team.

- Attend meetings including directorate level 'Listening into Action', attend regular staff engagement sessions which focus on continuous improvement and attend 2 cleaning days per year.
- Work with Local Kitchen management team to maximise profitability through managing income levels, labour and food costs.
- Remain adaptable and respond positively to ad-hoc work location changes which will enable Local Kitchen to deliver its daily food provision to all schools within the portfolio.
- 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.
- Level 2 Certificate in Team Leading or equivalent leadership qualification or to be able to demonstrate relevant leadership and experience.
- Level 2 Food Hygiene & Safety (Basic Food Hygiene Certificate).
- Excellent customer care skills with a good understanding of customer care principles
- 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.
- Exceptional talent to lead and motivate a flexible team and the ability to work without supervision. On occasion you may be asked to work alone.
- Constructive mindset to change and change management.
- Flexible attitude and positive approach to managing additional resources and staff.
- Ability to lead multiple kitchens during periods of high sickness or absenteeism.
- Understand the LTRS management chain and ensure communication is timely, precise and effective when interacting with kitchen staff and the LTRS management team.
- Enthuse and motivate your team using multiple strategies to increase productivity and positively evolve business activities.
- Encourage team to think differently and actively promote training and further development opportunities.
- 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

Be Kind... be helpful, generous and thoughtful towards yourself and others

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

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

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