Northumberland County Council JOB DESCRIPTION

Band: 3 Workplace: JE ref: 1980 Responsible to: Date: Manager Lever: HRMS ref: Job Purpose: To assist Manager in the provision of, (or provide, in smaller establishments), Catering Services in a range of County Council or other contracted establishments. Finance Resources Staff Small number of catering assistants Staff Shared responsibility for the collection and security of monies relating to the service including till or cashless operation Shared responsibility for the careful use of equipment Direct the work of a small team Shared responsibility for the careful use of equipment End to the service including till or cashless operation for Catering Services in the asterior of a senior manager, these include, but are not restricted to:- Direct the work of a small team End to the service operation of a senior manager, these include, but are not restricted to:- Transportation of meals and goods between kitchen and service op ints throughout the site as necessary. Control of a mall team Prepresent Transportation of meals and goods between kitchen and service op ints throughout the site as necessary. Control of a mark of the service Collection, teconcillation and security of monies relating to the service including till o peration and cashless operation. Corted at de the catering provision at special event as required. Ensure dequipment. R	Post Title: Cook	Director/Service/Sector	Adult Services	Office Use	
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			rday with occasional need for evening and weekend w	ork	
	Working conditions:		A County Council		

PERSON SPECIFICATION

Post Title: Cook	Director/Service/Sector: Adult Services Ref: 1			
Essential	Desirable	Asses		
		S		
		by		
Knowledge and Qualifications	1	•		
Basic food hygiene certificate	Working towards or completed a Nationally recognised qualification			
Knowledge of the full range of tasks together with the operation of associated	e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2			
tools and equipment.	Food Preparation and Cooking.			
nowledge of Health and Safety legislation relating to a catering environment. Intermediate Food Hygiene Certificate				
Trained in Manual Handling.				
Experience				
Relevant experience of working in a catering environment to include food	Cooking experience in catering establishment or café			
preparation and cooking.	Experience in meeting work related targets.			
	Experience in managing a team.			
	Experience of completing paperwork and administration tasks			
Skills and competencies				
Manual skills associated with food preparation and cooking.	Ability to organise self and to work without supervision			
Basic numeracy and literacy skills				
Physical skills related to the work				
Customer care skills				
A commitment to undertake job related training and personal development.				
Physical, mental and emotional demands				
Regular need to lift and carry items of a moderate weight	None			
Ability to work in a commercial kitchen environment				
Regular need to lift and carry items of a moderate weight				
Flexible approach to work times which may occasionally, be subject to				
variation				
Flexible approach to nature of duties performed				
Post holder may sometimes be required to undertake duties of lower graded				
staff.				
Other				
	Driving licence			
	Access to motor vehicle for your own use			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits