

# PEMBROKESHIRE COUNTY COUNCIL

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Cook in Charge	<b>POST REF:</b>	
<b>DEPARTMENT:</b>	Finance: Finance & Business Services	<b>GRADE:</b>	5
<b>DIVISION:</b>	Catering Services	<b>Job ID:</b>	CAT06A
<b>RESPONSIBLE TO:</b>	Area Supervisor	<b>Role Profile:</b>	OS3S

### **JOB PURPOSE**

To supervise and organise the preparation of food and delivery of the catering service for a primary school to consistent quality standards and optimum levels of productivity and to assist the Area Manager to market the service.

### **PRINCIPAL RESPONSIBILITIES**

1. Supervising the team of catering operatives including allocation of duties, tasks and rotas; monitoring attendance; maintaining discipline and reporting employee related issues to the Area Manager.
2. Portion control.
3. Ordering provisions.
4. Compliance with all relevant health and safety and food hygiene regulations including training catering operatives in safe use of equipment.
5. Ensuring that equipment is regularly cleaned and maintained and reporting any defects or breakdowns.
6. Stock control of food, materials and equipment.
7. Completing and submitting weekly operational reports to monitor productivity and food costs.
8. Assisting the Area Manager to market the service within the school and fostering a positive attitude to customer care from all employees in the team.
9. Implementing action plans agreed with the Manager to improve quality and productivity, control costs and market service.
10. Carrying out established procedures for recording meals served on a daily basis.
11. Giving direction and providing training and counselling to catering operatives when appropriate and monitoring individual performance.
12. Giving team briefing to all employees in the team at regular intervals.
13. Ensuring the security of the kitchen area and contents and reporting any defects in security systems.
14. Following correct procedures for the storage and disposal of waste.
15. Such other similar duties as may be required occasionally.

### **PERSONAL SPECIFICATION**

1. Should possess a catering qualification or relevant experience.
2. Excellent cooking skills are required together with a high level of supervisory competence.
3. Ability to cope while working under pressure is essential.
4. The position requires good communication skills and ability to foster a pleasant working atmosphere in the kitchen.