

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Cook Supervisor**

**Vacancy ID: 008975**

Salary: £13,034.11 - £13,886.11 Annually

Closing Date: 17/06/2018

### **Benefits & Grade**

Grade H

### **Contract Details**

Permanent, Term Time Only + 2 days

### **Contract Hours**

26.25 hours per week, Monday - Friday

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

We are looking for an enthusiastic, dynamic individual to both manage the catering service and provide a healthy and nutritionally balanced school meal. The successful applicant will be responsible for the provision, organisation and supervision of the catering team and the site. The position requires an individual who is motivated, flexible and focused on Customer Care.

Experience of catering for primary school children is essential. Basic Food Hygiene and an understanding of Healthy Eating Guidelines are also required. You must have the ability to work to tight deadlines, both individually and as part of a team.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Melanie Ryder, Catering Manager on 01642 527276.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



**Stockton-on-Tees**  
BOROUGH COUNCIL

## JOB DESCRIPTION

**Directorate:**

**COMMUNITY SERVICES**

**Service Area:**

**CATERING & BUILDING CLEANING SERVICES**

**JOB TITLE: CATERING SUPERVISOR**

**GRADE: H**

**REPORTING TO: SERVICE MANAGER**

**1. JOB SUMMARY: To manage the catering service on site and provide healthy and nutritionally balanced school meals.**

### **2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

1. The provision of food/beverages:-

- Menu planning and ordering in accordance with guidelines
- Control of portion sizes in accordance with specifications
- Control and recording of production of foods
- Control and recording of waste foods
- Control and recording of temperatures in relation to hygiene regulations

2. Organisation and supervision of food service arrangements.

3. The supervision of other employees connected to the unit:-

- Induction and on job training of unit staff including COSHH, Health & Safety & Hygiene and also the training of kitchen craft skills and cleaning duties
- The development and implementation of work rotas, allocating duties and managing workloads
- Sickness management, including return to work interviews

4. Attending meeting and training events.

5. Supervision of and recording of all aspects of Health & Safety & Hygiene as required by the Direct Service.

6. All clerical tasks applicable to the unit e.g. ordering of supplies and equipment, timesheets, completion of relevant CAT forms, record keeping. Secondary/other catering unit supervisors are responsible for cash related items, issuing floats, banking, till control etc.

7. To be responsible for storage, monitoring and recording of all food and equipment in the unit as required.

8. To ensure that all operations are carried out in accordance with Health and Safety at Work Act.

9. Reporting maintenance requirements of both Client and Direct Service equipment and premises.

10. Achieving food sundries and labour costs targets as set by the Contract Manager – Catering.

11. Monitoring and auctioning hours of work and any adjustments of these for the unit

		staff in line with productivity and hours guide-scales.
	12	Employment of casual staff.
	13	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

### PERSON SPECIFICATION

Job Title/Grade	Catering Supervisor	Grade H
Directorate / Service Area	Community Services	Catering & Building Cleaning Services
Post Ref:	14618	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>NVQ Levels 1 &amp; 2 on Food Preparation &amp; Cooking or equivalent</li> <li>Basic Food Hygiene Certificate</li> <li>On-site induction training</li> <li>DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Supervisory Management or equivalent</li> <li>Driving Licence needed and access to vehicle</li> </ul>	Application form
Experience, Knowledge & Skills	<ul style="list-style-type: none"> <li>Catering experience at supervisory level</li> <li>Evidence of training or awareness of Health &amp; Safety</li> <li>Knowledge of Nutritional values and dietary needs</li> <li>Experience of catering for Primary school children</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working to tight deadlines both individually and as part of a team</li> <li>Experience of budgetary control i.e. ordering of stock and menu planning</li> <li>Experience of undertaking basic in-house staff training</li> <li>The ability to improve dietary habits of your people with the knowledge of Healthy Eating</li> <li>The ability to be self-motivated, flexible and focussed on Customer Care</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		Application / Interview
Other requirements			

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.