

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		Community Services & Transport	
SERVICE AREA:		Catering Service	
JOB TITLE		Apprentice Cook	
REPORTING TO:		Catering Supervisor / Area Coordinator	
APPRENTICESHIP QUALIFICATION		Production Chef – Level 2	
APPRENTICESHIP DURATION:		15 months	
1.	JOB SUMMARY:		
	<p>To assist with the preparation, cooking and serving of food under the supervision of the Catering Supervisor. Undertaking general catering duties, washing up and cleaning when required, working within a team to ensure that the quality and safety standards of the unit are met</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Food preparation, cooking and serving to customers, under supervision of the Senior Catering Supervisor	
	2	Assist with menu planning and ordering of food in line with guidance	
	3	Serving of meals, adhering strictly to hygiene regulations.	
	4	Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines	
	5	Follow personal cleanliness and hygiene guidelines and rules.	
	6	To count and record stock as required.	
	7	Secondary/other Catering Assistants to have responsibilities for cash handling and cash register operation and basic record keeping.	
	8	Maintain good relations with customers and ensure adherence to the highest standards of customer care.	
3	GENERAL		
	<p>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</p> <p>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.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p>		

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.

	Name	Signature	Date
Job Description written by (Manager)
Job Description agreed by (Apprentice)

Job Description dated May 2021



PERSON SPECIFICATION

Job Title	Apprentice Cook	
Directorate / Service Area	Community Services & Transport	Catering Service

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 1 English and Maths (GCSE Grade D / 3 or above / Functional Skills)</p> <p>Or</p> <p>An Ability to achieve Level 1 qualification in English & Maths – Initial Assessment required before job offer.</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject</p>	<p>Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above</p> <p>Basic Food Hygiene Certificate</p>	Application form / certificates
Experience	<p>Working as part of a team (this could be in a sporting, educational, work or social setting)</p> <p>Prioritisation of work to meet deadlines</p>		Application / Interview
Knowledge & Skills	<p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>Logical thinker to solve problems</p> <p>Ability to understand and apply written instructions</p>	<p>Knowledge of basic health & safety / food hygiene procedures</p>	Application / Interview

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Committed to own personal development Flexible approach to work Committed to excellent customer service		Application / Interview
Other requirements			Application / Interview

Person Specification dated May 2021