 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: COMMUNITY SERVICES		Service Area: CATERING & BUILDING CLEANING SERVICES	
JOB TITLE: ASSISTANT COOK			
GRADE: E			
REPORTING TO: ANITA BROWN, SERVICE MANAGER			
1.	JOB SUMMARY: To assist the Catering Supervisor with the catering activities in any nominated unit, ensuring that all contractual obligations are met and guidelines followed. To work within a team ensuring that the quality and safety standards of the Direct Service are adhered to.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To assist the Catering Supervisor in the provision of food/beverages:- <ul style="list-style-type: none">• 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.	To assist the Catering Supervisor in the Organisation and supervision of food service arrangements.	
	3.	To assist the Catering Supervisor in the supervision of other employees connected to the unit:- <ul style="list-style-type: none">• 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.	To assist the Catering Supervisor in the supervision of and recording of all aspects of Health & Safety & Hygiene as required by the Direct Service.	
	6	To be able to carry out 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 assist the Catering Supervisor in the 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	To work with the Catering Supervisor in achieving food sundries and labour costs targets as set by the Contract Manager – Catering.	
	11	To assist the Catering Supervisor in the monitoring and actioning hours of work and any adjustments of these for the unit staff in line with productivity and hours guide scales.	
	12	To assist the Catering Supervisor in the employment of casual staff.	
	13	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.	

	14	To be available to cover the role of a Catering Supervisor across the business in the event of absence.
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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.


	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated 1st Dec 2021

PERSON SPECIFICATION

Job Title/Grade	Assistant Cook	
Directorate / Service Area	Community Services, Catering & Building Cleaning Services	
Post Ref:		

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

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services & Transport	SERVICE AREA: Catering & Building Cleaning
JOB TITLE: Assistant Cook	
GRADE:	
REPORTING TO: Melanie Ryder	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	Yes
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	Yes
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	No
Other known risks – please detail: Standing for periods of time and some loan working.	Yes
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Shane Smith

Date: 29 Nov 2021

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.