

Assistant Cook Supervisor

Service	Reporting to	Location	Grade
Citywide Catering	Cook Supervisor / Unit Manager	Various	2A

About the role

- You will assist the Cook Supervisor / Unit Manager in providing a quality meal to all our children (nursery, infant, junior and senior) and adults in an efficient and effective manner.
- You will assist the Cook Supervisor / Unit Manger with undertaking skilled cooking activities including the preparation, cooking and presentation of quality food, while accommodating special diets, ensuring that food is presented with flair and imagination, and high standards are maintained.
- You will be required to deputise for the absence of the Cook Supervisor / Unit Manager at their own unit or another unit as required by the service. Ensuring that a quality catering service is maintained.
- All documentation and checks are completed in required timescales.
- You will set up service counters and displays. Ensuring correct portions served and food arranged attractively on the plate.
- A knowledge of all aspects of Health & Safety within the kitchen, including:
 - monitoring and maintaining hygiene standards
 - the care and safe use of equipment including the isolation and reporting of faulty equipment.
 - reporting any areas of concern to the Cook Supervisor / Unit Manager / Area Supervisor
- Working alongside the Cook Supervisor / Unit Manager responsible for supervision of all staff within the unit including:
 - the delivery of induction training
 - managing probation
 - on job training and briefing sessions to staff
 - ensuring all staff are working to Citywide and Salford City Council procedures and policies.
- You will prepare, set up and clear the dining room before and after service including where necessary the movement and storage of dining room furniture.

- You will assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
- You will assist in the maintenance of a high standard of hygiene, cleanliness and health and safety within the kitchen and associated areas, reporting any areas of concern to the Cook Supervisor / Unit Manager
- You will assist in the receipt and storage of deliveries. Ensuring correct goods are received in accordance with the delivery notes.
- You will have operational knowledge and skills to complete the electronic kitchen management system, to include;
 - temperature control
 - meal number reconciliation
 - stock takes.
 - placing orders
 - imputing deliveries
- Where applicable, be responsible for the operation of cash handling, daily cash reconciliation, banking of cash and security of cash within the unit.
- Where applicable the operation of the cashless catering system, pre-ordering systems and reconciliation of these systems.
- You will assist the Cook Supervisor / Unit Manager with the marketing of the catering service and delivery of promotional days and attending parent's evenings as required.
- To support the Cook Supervisor / Unit Manager in the maintenance of the Safer Food Better Business system and documentation, ensuring that this is maintained.
- On occasion, you will be required to assist other units, to meet the needs of the service.
- You will be required to complete relevant training, as directed by Citywide Services within the timescales specified.
- You will be expected to liaise with our customers, and respond to comments and complaints in a positive, proactive manner.

- On occasion, you will be required to attend meetings / training courses inside or outside of normal working hours.
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Key outcomes

- You will contribute to a high-quality catering service is provided to the school and meets the needs of the customers.
- You will ensure food standards and hygiene legislation is adhered to and maintained through the kitchen.
- You will contribute to the delivery of nutritious meals in line with any dietary restrictions.
- You will work with the Cook Supervisor / Unit Manager to increase meal uptake at the school.

What we need from you

- To model and demonstrate our values and behaviours.
- To demonstrate and have an awareness of a high standard of hygiene both operational and personal.
- Demonstrate an awareness of safe working practices within the working environment.
- Current Level 2 basic hygiene certificate
- NVQ level 2 food preparation and cooking, Level 2 Chef Production Standards or equivalent.
- To complete all Citywide Services training as directed within the timescales allowed.
- Basic literacy, numeracy, and IT skills
- To possess Level 2 Basic Food Hygiene Certificate.
- To possess Allergen Awareness training.
- To undertake and obtain Safeguarding training within 6 months of appointment to the post.
- Relevant proven experience working within a catering environment, able to show flair and imagination in food preparation and presentation.
- To embark on and complete all on the job training and Safer Food Better Business.

- To undertake all Salford City Council training as required.
- Ability to demonstrate excellent customer service skills.
- Ability to direct and lead a team when covering or deputising for the Cook Supervisor / Unit Manager.
- Ability to demonstrate initiative.
- To carry out their duties with full regard to the City Councils Equal Opportunities, Health and Safety and Community Strategy policies.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning

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opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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Role details

Completed by: Lucy Clarke, Service Manager, Citywide Services

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