

Post title	Cook
Division / Section	Edinburgh Outdoor Learning, Sports and Outdoor Learning Unit
Department	Communities and Families
Responsible To	Facilities Coordinator
Number of post holders	4
Acting up/ Secondment	

Purpose of Job

The cook is responsible for the preparation, cooking and service of meals within the centres kitchen.

MAJOR TASKS / JOB ACTIVITIES

- Food preparation and cooking (80%).
- Storage and ongoing maintenance/monitoring of food and non-food storage areas (5%).
- Food service/counter support (10%).
- Adhere to all food safety and health and safety legislation (5%)

Job Activities

Skilled cooking activities connected with the full range of meals (e.g. preparation of menus and cooking of meals).

Paperwork – completion of Cook Safe paperwork (e.g. recording temperatures).

Stock - Receiving food deliveries, checking temperature and quality of food and storing and labelling food appropriately. Stock rotation, checking dates to ensure old stock is used first and occasional ordering of stock.

Control of hygiene within the kitchen – e.g. use of sterilising equipment, cleaning store cupboards, keeping work areas clean and tidy and ensuring a high level of hygiene health and safety is maintained throughout. Ensuring Supervisors are made aware of any staff hygiene issues within the kitchen.

To support counter set-up and presentation of the food offer and assist in the service of that food as required.

Cash handling (as and when required).

Place orders for food and non-food as and when required.

Provision of functions on a daily/regular basis.

Supervision and Management of People (Numbers and type of staff)

Respond to any questions that kitchen and serving staff may have and provide direction as appropriate and ensure that the service delivery goes as planned.

This may include the very occasional supervision of all kitchen staff in the temporary absence of the facilities coordinator.

Creativity and Innovation

Use their inherent cooking skills to contribute to the design and feedback on core and/or special menus.

Contacts and Relationships

Daily contact with customers with regards to food service.

Daily contact with internal/external clients.

Daily contact with colleagues as part of a team.

Daily contact with suppliers, delivery drivers with regards to receiving deliveries and transporting food.

Decisions (Discretion)

Recommend and support facilities coordinator what types and levels of stock to order.

Recommend and support facilities coordinator decisions relating to food quality and service.

Recommend and support the facilities coordinator in decisions relating the effective use of food and perishable stocks.

Decisions (Consequences)

The maintenance of menus to the required quality and standard, and to ensure food safety procedures and legislation is adhered to.

Resources

Shared responsibility for the achievement for food cost targets (through the effective use of raw materials, control of waste, portion control etc).

The safe and effective use of light and heavy equipment and to ensure faulty equipment is reported to Supervisor.

Environment – Work Demands

Working to tight timescales to ensure food is delivered on time.

Work with and give instruction to agency staff when there are staff shortages.

To work with facilities coordinator to resolve any problems with service delivery.

All as per instructed by line manager.

Environment – Physical

Daily lifting of heavy pots and pans containing hot food or liquid – approximately 20%

Standing for prolonged periods of time.

Environment – Working conditions

Working within kitchen environments that may be subject to extremes of temperature and subject to noise generated within the kitchen and dining environments by people and equipment.

Environment – Work Context

The use of hazardous equipment/cleaning materials (e.g. meat slicer, sharp knives, steamer, food mixer, sterilising sink, waste disposal).

Knowledge and Skills

Qualifications: SQA level 1 or equivalent or previous relevant experience and a sound knowledge of Cook Safe System and health and safety within a kitchen environment.

Knowledge of how to operate all machinery within a kitchen environment.

Intermediate food hygiene certificate

Have an understanding of and contribute to effective stock and portion control.

Have a high level of interpersonal skills and sensitivity, particularly in relation to the interaction with a diverse customer base.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

25 August 2016