

JOB DESCRIPTION

Post title	Cook 4 Kitchen Supervisor
Division / Section	Edinburgh Catering Services
Department	Corporate Services
Responsible To	Unit Manager
Number of post holders	1
Acting up/ Secondment	N/A

Purpose of Job

To directly assist the Unit Manager/Supervisor in the preparation, cooking and service of meals within a large commercial kitchen.

Major Tasks

Food preparation and cooking (70%).

Storage and ongoing maintenance/monitoring of food and non-food storage areas (5%).

Food service/counter support (10%).

Admin tasks – ordering, stock taking and menu planning

Adhere to all food safety and health and safety legislation (5%)

Job Activities

Skilled cooking activities connected with the full range of meals including the preparation of the food offer.

Paperwork – Complete or supervise the completion of Cook Safe paperwork and support the unit supervisor/manager in the completion and analysis of food cost and other performance data.

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 undertake and supervise 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).

Assist the supervisor/manager in the liaison with suppliers including the placing food and non-food orders.

Support the planning provision and delivery of foods for functions on a regular basis.

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

Supervise assistant cooks (where present) and guide catering assistant staff in the effective delivery of food services.

This may include the supervision of all unit staff in the temporary absence of the Supervisor/Manager.

Creativity and Innovation

Use their craft skills and experience to design and deliver a food offer that meets and maximises customer expectations.

Contacts and Relationships

Daily contact with pupils/customers with regards to food service.

Daily contact with dining room/restaurant support staff including internal/external clients where appropriate.

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 Supervisor/Unit Manager what types and levels of stock to order.

Recommend and support Supervisor/Unit Manager decisions relating to food quality and service.

Recommend and support the Supervisor/Unit Manager in decisions relating the effective use of food and perishable stocks.

Decisions (Consequences)

The maintenance of the food offer 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.

Occasional key holder for kitchen as and when required.

Environment – Work Demands

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

Covering other units where there are staff shortages (e.g. having to work with different staff and equipment and the different serving times).

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

To work with Unit Manager 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.

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: 7061/2 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.

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 (including young children and vulnerable adults).

