

# Job Description

## Position Details

<b>Position:</b>	Cook
<b>Directorate:</b>	Neighbourhoods & Environment
<b>Service:</b>	Catering
<b>Position no:</b>	BG01755
<b>Grade:</b>	Scale 4
<b>Hours of work:</b>	32.5 hours per week, 39 weeks of the year
<b>Work style:</b>	Service Based Worker – Ebbw Fawr Primary/ Pen y Cwm – Ebbw Vale
<b>DBS required:</b>	Enhanced Disclosure with Child Barred List
<b>Contact:</b>	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
<b>Date:</b>	May 2025

**Politically Restricted?**    ☐ Yes\*    ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

**Reporting to:** Assistant Team Leaders - Catering

**Responsible for:** Managing a large team in a busy environment to organise and supervise the production of meals at

## Principal Accountabilities

1. To work under the supervision of the Assistant Teams Leaders – Catering and communicate relevant information as indicated by Blaenau Gwent Catering policies.
2. To use correct menus and standard recipes in the preparation of cooking and serving well cooked, appetising meals within budget limits, according to pre-determined specifications and nutritional guidelines set out by Welsh Government.
3. Flexibility in being able to identify the needs of the service at short notice to ensure pupils needs are met.
4. To ensure food, cleaning materials and sundry supply orders are made regularly and accurately according to relevant Blaenau Gwent policies and to ensure correct stock control.
5. To organise and supervise the work of other members of catering staff, paying particular attention to hygiene, safety and sickness, the Food Safety Management System and health and safety procedures and to comply with all relevant Blaenau Gwent Catering policies which are outlined in the various operational handbooks.

6. To keep full and accurate entries and records on all paperwork in accordance with administrative procedures laid down by Blaenau Gwent Catering policies, to make relevant returns to the administration office and following any financial procedures including till operation/handling of cash.
7. To undertake any training considered necessary for the post and to provide relevant training to staff as required, including staff appraisals.
8. To observe any requirements outlined by Blaenau Gwent Catering quality standards.
9. To observe health and safety regulations.
10. Due to the nature of school catering, the timing of annual leave is subject to special arrangements for employees, therefore you are required to take leave during periods of school closure only and not during term time.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

## Person Specification

<b>Requirements</b>	<b>Essential (E) / Desirable (D)</b>	<b>Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify</b>
<b>Qualifications</b>		
City & Guilds 706/1, 706/2 or NVQ Level 2 in Catering	E	A
Food Safety Level 2 & 3	E	A
<b>Experience</b>		
Experience of working in a catering field	E	A - PP
Experience in supervising staff	E	A - PP
<b>Knowledge / Skills</b>		
Practical catering skills	E	I - PP
Motivational skills	D	A - PP
Knowledge of Health & Safety Regulations within a catering field	D	A - PP
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Commitment to term time working hours	E	I
Full drivers licence and access to a car	E	A

<b>Minimum Welsh Language Skill Requirements</b> (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	✓
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I – PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	A – PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I – PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	A – PP
Understands the links between own professionalism and the possible impact on the Authority's image	I – PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	I – PP
Recognises potential value of others' opinions and actively seeks their contributions	A – PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I – PP
Checks others have understood & seeks advice when necessary	A – PP
Actively seeks to improve all forms of communication with others	I – PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)