

Job Description

Position Details

Position:	Assistant Cook
Directorate:	Neighbourhoods & Environment
Service:	Catering
Position no:	BG14025
Grade:	Scale 3
Hours of work:	22.5 hours per week, 39 weeks of the year
Work style:	Service Based Worker – Ebbw Fawr Primary/Pen y Cwm – Ebbw Vale
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
Date:	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: The Cook in charge.

Responsible for: Assisting the Cook to prepare meals for Primary/Secondary Schools.

Principal Accountabilities

1. To assist the Cook in the production of meals and food service which includes operating tills and cash handling.
2. To undertake the full range of Cooks' duties in their absence to include all administrative duties and procedures.
3. To serve in a temporary capacity as Cook at any location when required, within Blaenau Gwent where the Cook is absent from duty. Blaenau Gwent will pay any additional travelling expenses incurred equal to the difference between the cost of travelling from base to the new place of work.
4. To undertake any training considered necessary for the post.
5. To observe any requirements outlined by Blaenau Gwent Catering quality procedures.
6. To observe Health and Safety Regulations.
7. Due to the nature of school catering, the timing of annual leave is subject to special arrangements for employees; 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

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

Minimum Welsh Language Skill Requirements (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.

Competencies – Delivering the Service	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	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

Competencies – Improvement and Change	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	I - 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	I – 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	I – PP
Actively seeks to improve all forms of communication with others	I - PP
Communicates professionally by using formal channels appropriate to the situation	PP

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