Monmouthshire County Council

Schools Catering Team

Cooking up a Treat – Job Opportunities

ADVERT

ROLE TITLE: **MOBILE Cook** (Term Time Only)

ADVERT TEXT:
Would you like to be part of our friendly committed Team? Providing healthy nutritional meals for all primary school children in Monmouthshire with family ordinated working hours around your children's school day. We are seeking a person to fill the post of Mobile Cook throughout Monmouthshire. Duties will include the production of meals and the smooth running of the unit.

The successful candidate should be a team player with the ability to effectively and efficiently communicate with staff at all levels.

A CIEH Level 3 Award in Supervising Food Safety in Catering qualification is required for this post however it is not an essential prerequisite as training will be given to the successful candidate.

A dash of talent and a sprinkle of ambition is all you need

POST ID:	RFCCOOKB
LOCATION:	Various Kitchens throughout Monmouthshire
GRADE:	BAND D SCP 9 £28,153 – SCP 13 £30,023 Pro Rata
HOURS:	30.00 hours Per Week and Term time only.
TEMPORARY:	No
DBS CHECK:	Yes (Disclosure & Barring Service Check)
CLOSING DATE:	**12 noon on 20/11/2026**

Additional Information
Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:
https://www.monmouthshire.gov.uk/jobs-employment/

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: **MOBILE COOK (Term Time Only)**

POST ID: **RFCCOOKB**

GRADE: BAND D SCP 9 £28,153 – SCP 13 £30,023 Pro Rata
Term time only (With effect from 01.04.2018 this calculation will incorporate the pro-rata of bank holidays and annual leave entitlements).

HOURS: 30.00 Hours Per Week

WORK PATTERN: 30.00 hours Monday to Friday 8.30am to 2.30pm each day

LOCATION: Various Locations throughout Monmouthshire

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:
Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check:,

(a) Enhanced with Children Barred List Check

RESPONSIBLE TO: Stephannie Bosley

WELSH LANGUAGE ASSESSMENT:
Welsh language skills are desirable;

Who are we?
Monmouthshire County Council Schools Catering Team

SAFEGUARDING:
Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

Is to provide food in all Monmouthshire County Council's Primary Schools and the food in which we provide must meet **The Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013** ('Regulations'). These Regulations are based of the previous Appetite for Life guidelines and form part of the wider **Healthy Eating in Schools (Wales) Measure 2009** ('Measure').

The Regulations set out ***nutritional standards*** for an average school lunch and ***food and drink requirements*** throughout the school day. The nutritional standards specify minimum or maximum values for energy and 13 nutrients and apply to an average school lunch calculated over each week of a menu cycle. The food and drink requirements describe the types of food and drink that must be provided, restricted and not permitted between breakfast and 6pm.

The Purpose of this Role:-

Would you like to be part of our friendly committed Team? Providing healthy nutritional meals for all primary school children in Monmouthshire with family ordinated working hours around your children's school day. We are seeking a person to fill the post of Relief Cook covering our School Kitchen throughtout Monmouthshire. Duties will include the production of meals and the smooth running of the unit.

Expectation and Outcomes of this Role:-

The successful candidate should be a team player with the ability to effectively and efficiently communicate with staff at all levels.

A CIEH Level 3 Award in Supervising Food Safety in Catering qualification is required for this post however it is not an essential prerequisite as training will be given to the successful candidate.

Your responsibilities are to:-

- To work under the supervision of the Catering Manager and to communicate relevant information and problems to the manager as indicated in the policy document.

- To ensure food, cleaning materials and sundry supply orders are made regularly and accurately, according to relevant policies to ensure correct stock control.

- To use correct menus and standard recipes in the preparation, cooking and serving of properly cooked appetising meals, within cost limits according to predetermined specifications.

- To organise and supervise the work of all catering staff in the unit, paying particular attention to Hygiene and Safety and to comply with all catering policies.

- To possess a CIEH Level 3 Award in Supervising Food Safety in Catering Qualification (training will be given if not already achieved)

- To work as a member of Monmouthshire's Catering Team at any educational site.

- To keep full and accurate records in all books/forms in accordance with administration procedures laid down by the Catering Manager.

- To undertake any training considered necessary for the post and also to train staff as required in operational procedures, Hygiene, Health and Safety and Quality Systems at kitchen operative level.

- To observe any requirements outlined by the Monmouthshire Catering Quality Procedural Manual in relation to quality standards.

- To observe Health and Safety regulations.

- To actively support and implement the principles and practice of equality of opportunity as laid down in the Councils Equal Opportunities Policy.

- Holidays to be taken during school holidays only

Here's what we can provide you with:-

- A great rate of pay
- Working Term Time only
- A Local Government Pension
- Training
- Teamwork
- Opportunities to progress

What else you need to know…..Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

And this role, will work with Monmouthshire to achieve these.

In addition:
All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

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Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- Previous supervisory and cooking experience.
- Previous experience of record keeping, ordering and stock control.
- Willingness to provide appetising meals following all set procedures and policies.
- The ability to communicate effectively and efficiently with staff and management both verbally and in writing.
- A commitment to achieving a CIEH Level 3 Award in Supervising Food Safety in Catering Qualification (training will be given if not already achieved)
- Flexibility and be versatile in order to work under pressure at different educational sites.
- Demonstrate previous experience of administration and book-keeping relevant to managing a catering unit.
- Willingness to undertake any training appropriate to the post as and when appropriate.
- Willingness to follow all Monmouthshire catering procedures, policies and apply appropriately.
- Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and staff at all times.
- A commitment to Equal Opportunities, principles and practice including undertaking appropriate equality awareness training.
- Welsh Desirable. You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

Should you require any further information regarding this post, please contact: Stephannie Bosley Deputy Corporate Catering Manager Tel: (01633 644150)

Closing Date: 12 Noon on 20/11/2026

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WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➢ Can pronounce place names and personal names correctly. ➢ Can greet individuals face to face or over the phone ➢ Can open and close a conversation or open and close a meeting.	➢ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➢ Can open and close an e-mail or letter ➢ Can write personal names, place names, job titles ➢ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➢ Can understand when people ask you do something	➢ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➢ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➢ Can hold a short conversation with an individual or exchange relatively straightforward information ➢ Can contribute to a meeting, but need to revert to English for specialist terms.	➢ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message	➢ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➢ Can write a short letter or e-mail to arrange an appointment

LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➢ Can understand a discussion at a meeting if the subject is familiar. ➢ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➢ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➢ Can hold a conversation with an individual or exchanging relatively straightforward information. ➢ Can contribute to a meeting but need to revert to English for specialist terms. ➢ Can adapt the style of language to suit the audience.	➢ Can understand most e-mail messages or letters concerning day to day work. ➢ Can guess the meaning of a word based on context if the subject is familiar. ➢ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➢ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➢ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➢ Can contribute effectively to internal and external meetings in a work context. ➢ Can converse comfortably with individuals and exchange information as required. ➢ Can argue for and against a specific case. ➢ Can chair meetings and answer questions from the chair confidently.	➢ Can read most correspondence and scan long texts to find details. ➢ Can understand most newspaper articles and reports with the aid of a dictionary. ➢ Can understand texts, unless written in a very formal or colloquial form.	➢ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow all conversations and discussions with individuals or colleagues. ➢ Can understand the ambiguity and nuance of language.	➢ Can express yourself fully in detail, even when discussing complex issues. ➢ Can adapt the style and register of your language to suit the audience.	➢ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➢ Can read long texts to find relevant details and can understand most types of written material.	➢ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➢ Can write formal or informal Welsh as required. ➢ Can write a range of documents accurately and with confidence.