CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Primary School Cook Level 3**
Position Number:	**MCC2912**
JE Code:	**LES299**
Service:	**Catering and Cleaning**
Location/Work Base:	**Maesyrhandir C.P. School, Newtown**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 6** **Point 11 to Point 14** **£29,071 to £30,515 per annum pro rata** **£15.06 to £15.81 per hour**
Contracted hours:	**27.5 hours, Permanent**
Reporting to:	**Area Catering Manager**
Responsible for:	**4-12 staff which may include export staff**

Summary

About the role:

Preparation, cooking, serving and delivering of food in a Powys County Council premise, by efficient use of resources.
Compliance with the Food Safety Act and nutritional standards as per Welsh Government Healthy Schools in Wales and all relative procedures, policies and legislation.
Responsibility of a small team of catering staff, either within one establishment or in export sites.
Promotion of the Catering Service through promotional events and customer awareness.

About you:

Excellent understanding of food safety and hygiene practices.
Good knowledge of food control procedures and the importance of maintaining high standards at all times.
Ability to obtain and maintain a Food Safety Level 2 Certificate.

Ability to undertake the physical demands of the role, including standing for extended periods, lifting, carrying, and working in a busy kitchen environment.
Strong organisational and time management skills, and the ability to respond effectively to peaks in workload, meet deadlines, and consistently deliver a high-quality service.
Good communication skills and a positive, professional attitude.

What you will do:

Always Comply with the Food Safety Act and Powys County Council Catering Services policies and procedures, ensuring safe working practices are maintained.
Ensure the ordering, storage, preparation, cooking, transportation, and serving of meals, including off-site provision, are carried out in accordance with service standards and regulations.
Ensure all meals served comply with Welsh Government nutritional standards, dietary requirements, and budget guidelines.
Maintain effective portion control and support the provision of special diets and allergen-safe meals as required.
Keep accurate records and stock control systems up to date, following agreed procedures and service requirements.
Supervise kitchen staff on a day-to-day basis, provide on-the-job training, ensure equipment is maintained and reported when faulty, and promote high standards of hygiene and a safe working environment.

If you have any questions about the role, please contact:
Jayne Perry
Valerie.perry@powys.gov.uk
01686 611589

Your responsibilities will be:

1. Preparation, cooking and serving of food in a Powys County Council premise, by efficient use of resources in compliance with the Food Safety Act, compliance to nutritional standards as per Welsh Government and all relative procedures, policies and legislation.
2. Responsibility of a small team of catering staff, either within one establishment or in export sites, utilising resources in the most efficient way.
3. Promotion of the Catering Service through promotional events and customer awareness.

4. To comply with the Food Safety Act at all times and Powys Catering Services Policies and Procedures including the Hygiene and Hand washing Policy. Ensure good standards of safe working practices at all times

5. Ensure that the ordering, storage, preparation, cooking, delivering and serving of meals on and off site is carried out to the requirements of the service

6. Ensure meals are served and are compliant with Welsh Government nutritional and budget guidelines maintaining portion control, including special diets

7. Maintain accurate records and stock control as instructed

8. Day to day supervision of kitchen staff, including allocating of duties and 'on the job' training

9. Meet with Head teacher or customers as required

10. Attend all relevant training when required (which maybe outside of core hours or online training as instructed)

11. Maintain good standards of work by:
    - ensuring that all equipment is in good working order
    - reporting any faulty equipment as per procedures
    - good hygiene practices are maintained
    - ensuring a safe working environment

12. To wear all work issued clothes / shoes

DBS:

This position has a requirement for an Enhanced DBS Disclosure and ISA registration as it is classed as Regulated Activity under the Vetting and Barring Guidance, 2009

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Of working in a busy kitchen to strict deadlines
- In the use of catering equipment
- Leading a team to meet deadlines and ensure food safety
- In the use of menus and recipes
- Of portion controls

Desirable

Knowledge

Essential

- Of menu and recipe requirements
- A good understanding of healthy eating, nutritional standards and special diets
- An understanding of allergies
- Understanding of the Food Safety act
- Understanding of Health & Safety

Desirable

- School meals

Qualifications and Training

Essential

- Ability to obtain Food Safety Certificate level 2 is essential
- Ability to achieve Manual handling training
- Ability to monitor income and manage labour and food costs
- Ability to attend training outside of core hours

Desirable

- 7061/2 city and guilds

Personal Qualities

Essential

- Good communication and interpersonal skills
- Ability to work as part of a team
- Ability to be a team leader

Desirable

Skills

Essential

- Numeracy and Literacy skills are essential
- Ability to complete all paperwork accurately
- Ability to comply with all levels of confidentiality
- Ability to demonstrate job tasks to staff

Ability to undertake the physical demands of the position

Desirable

- Driving licence desirable
- IT skills with competent use of e-mail
- Oral and written ability in the Welsh language.

Welsh language skills are desirable

Recruiting manager: Cheryl Leighton
Date: November 2014

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 22/11/2026
Once submitted we will email you to let you know we've received your application.
We wish you luck with your application.