CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Mobile Cook**
Position Number:	**MCC3741**
JE Code:	**LES249**
Service:	**Catering and Cleaning**
Location/Work Base:	**Mid Powys - Llandrindod Wells and Builth Wells area**

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:	**25 hrs per week (5 hrs Mon - Fri) 42 weeks per annum, Fixed term until 31/10/2027**
Reporting to:	**Catering Manager**
Responsible for:	**Kitchen staff**

Summary

About the role:

This Mobile Cook will be based in Mid Powys. It is 25 hours per week and 42 weeks per annum. There is always opportunity for extra work during the summer holidays as we run a food and fun programme funded by the Welsh government at some of our schools.

About you:

- You need to have a driving license and your own transport with business insurance.
- Experience and Qualifications in Cooking essential (food safety level 2 or equivalent)
- Flexible approach to the working times of the day
- Excellent communication skills.
- To work well in a team or on your own
- To have some knowledge of special diets and allergens

If you have any questions about the role, please contact:
Area Catering Manager Joanne Tomlins 01597 827166

Your responsibilities will be:

1. To provide a front line service in line with Powys Council policies and procedures, covering permanent cook-in-charge or cashier's absence and responsibilities as follows

2. Preparation, Cooking and Serving of food by efficient use of resources in compliance with the Food Safety Act. Compliance to nutritional standards as per Appetite for Life Agenda and all relative procedures, policies and legislation.

3. Maintain standards of work within the post holder's responsibility in compliance with the Food Safety Act and all relevant procedures and policies

4. Ensure that the ordering, preparation, cooking, delivering, serving and payment of meals is carried out to the requirements of the service

5. Ensure menu and meals are compliant with nutritional and budget guidelines including special dietary requirements

6. Supervision of kitchen Staff including allocating of duties and 'on the job' training

7. Maintain accurate records and stock control as instructed

8. To ensure all cashier duties are undertaken and banking is completed

9. Liaise with head teacher or customers as required

DBS:
Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:
To co-operate with their employer and follow health and safety advise 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

- Working in busy kitchen environment
- Leading a small team

Desirable

- Of school meal service

Knowledge

Essential

- Food preparation
- Food Safety Act
- HACCP
- Of portion controls
- Of safe working practices

Desirable

- Appetite for Life
- Nutritional standards
- Of tills and banking procedures

Qualifications and Training

Essential

- 706/1/2 City and Guilds
- Manual handling

Desirable

- Food Hygiene

Personal Qualities

Essential

- Good communication skills
- Ability to work as part of a team
- Ability to be a team leader
- Ability to obtain relevant training qualifications

Skills

Essential

- Presentation
- Interpersonal and good communication skills
- Working to tight deadlines

- Training kitchen staff in tasks

Other Requirements

Essential

- Adaptable and flexible in working location
- An enhanced C.R.B check is an essential requirement of this post
- Driving Licence essential

Welsh language skills are desirable

Recruiting manager: Cheryl Leighton
May 11

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 11/11/2026.

Once submitted we will email you to let you know we've received your application. We will be shortlisting the applications on 13/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 16/11/2026.

We wish you luck with your application.