CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Assistant Cook**
Position Number:	**ADU7046**
JE Code:	**ASC037**
Service:	**Adult Services**
Location/Work Base:	**Maesywennol Day Centre, Llanidloes**

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 4** **Point 5 to Point 6** **£25,583 to £25,989 per annum pro rata** **£13.26 to £13.47 per hour**

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour

Contracted hours:	**Relief Hours**
Reporting to:	**Day Centre Manager**
Responsible for:	**Kitchen domestic staff in absence of Cook-in-Charge**

Summary

About the role:

This is a relief position to cover annual leave, sickness and training.

To assist the cook in charge to prepare, cook and serve nutritious food and drinks in a care setting.

Ensuring high standards of food quality, hygiene and customer service are maintained at all times

About you:

A positive, flexible caring approach

Be reliable and available to work on a relief basis, potentially at short notice

Understanding of food hygiene and safety practices

Ability to work as part of a team and independantly when required

What you will do:

Assist with the preparation, cooking and serving of meals and drinks.

Support the delivery of special dietry needs.

Maintain cleanliness and organisattion of the kitchen and food preperation areas.

Follow food safety, hygiene and health and safety procedures.

If you have any questions about the role, please contact:

Angela Jones

angela.jones@powys.gov.uk

01686 413380

Your responsibilities will be:

- To assist with the delivery of the catering service by ensuring the most cost effective, safe and efficient methods of work are employed by fully utilizing and maximizing resources
- To assist with ordering, preparation, cooking, delivering, serving and the keeping of accurate and up to date records.
- Ensure the works are carried out efficiently and accurately monitored in liaison with customers, the Food Safety Act and all nutritional standards
- Assist with the preparation of menus and costing associated with the catering service
- Assist in the evaluation of staffing levels, rotas, menu development and food production
- To ensure the correct application of all Health and Safety Legislation, Food Safety Legislation, Policies and Procedures, by operational employees, to ensure work is carried out in a safe and proper manner
- Assist with responding to customers queries / concerns providing advice where required
- Actively promote and develop the catering service

- To act as Cook-in-Charge in their absence
- Attend catering meetings / training when required

DBS:

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 vulnerable adults.

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 Equalities 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

- Experience of working in a catering establishment serving the public
- Experience in the use of catering equipment
- Experience of customer care

Experience of working to defined menus, recipes and procedures and methods of measurement

Knowledge

Essential

- Knowledge of menus and recipe requirements in relation to them
- Knowledge of Food Safety Act

Desirable

- Knowledge of Health and Safety

Qualifications and Training

Essential

- Basic Food Hygiene or the ability to acquire this

Personal Qualities

Essential

- Able to respond to peaks in workload, meet deadlines and deliver the required service
- Good team worker and leader in times of absence

Skills

Essential

- Excellent interpersonal skills
- Excellent verbal and written communication skills
- A good communicator
- An aptitude for creativity

Other Requirements

Essential

- To be flexible to working times
- Enhanced Criminal Record Bureau check will be required

Desirable

- Ability to speak Welsh
- A clear understanding of the Importance of confidentiality

Recruiting manager: E.S. Gibbons

Date: 11/05/2009

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 30/09/2026.
Once submitted we will email you to let you know we've received your application.
We will email you either way if you have been successful. So, keep an eye out in your inbox!

We wish you luck with your application.