CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Primary School Cook Level 2**
Position Number:	**MCC2827**
JE Code:	**LES298**
Service:	**Catering and Cleaning**
Location/Work Base:	**Radnor Valley CP School**

(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 5** **Point 7 to Point 9** **£27,274 to £28,153 per annum pro rata** **£14.13 to £14.59 per hour**
Contracted hours:	**25 hours (5 hrs Mon - Fri), Permanent (38 weeks per annum)**
Reporting to:	Area Catering Manager
Responsible for:	1-3 staff which may include export staff

Summary

About the role:

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.
Responsibility of a small group of catering staff, either within one establishment or in export sites, utilising resources in the most efficient way.
Promotion of the Catering Service through promotional events and customer awareness.

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

Your responsibilities will be:

1. 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

2. 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
3. Ensure meals are served and are compliant with Welsh Government nutritional and budget guidelines maintaining portion control, including special diets
4. Maintain accurate records and stock control as instructed
5. Day to day supervision of kitchen staff, including allocating of duties and 'on the job' training
6. Meet with Head teacher or customers as required
7. Attend all relevant training when required (which maybe outside of core hours or online training as instructed)
8. Maintain good standards of work by:
9. ensuring that all equipment is in good working order
10. reporting any faulty equipment as per procedures
11. good hygiene practices are maintained
12. ensuring a safe working environment
13. To wear all work issued clothes / shoes

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 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

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

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
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 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/12/2026. 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 02/12/2026

We wish you luck with your application.