CONWY
CYNGOR BWRDEISTREF SIROL
COUNTY BOROUGH COUNCIL

JOB DESCRIPTION

Post Title:	**Assistant Cook-in-Charge**	**Service / Section:**	**Education Department Catering Services**
Version Date:	03/11/2026	**Grade:**	**G02**
Location:	Ysgol Awel y Mynydd	**Job Evaluation Number:**	**SL0193**
Responsible to:	**Cook in Charge**	**Responsible For: (Staff)**	

Job Purpose:

To assist the Cook-in-Charge in all baking and food preparation activities in a school kitchen and its surrounds associated with the provision of a catering service and its performance.

Duties and Responsibilities - Job Specific

1.	Skilled cooking activities connected with the full range of meals, to ensure a high standard of quality and food presentation is achieved.
2.	Meeting the performance targets set for the service in terms of labour costs, food costs, stock control and ordering of supplies.
3.	Menu planning, portion control, supervision of food service and the provision of special dietary meals.
4.	Supervision of other employees (including allocation of duties and training).
5.	To assist in control of hygiene, health and safety, including assistance with cleaning, when necessary.
6.	Clerical duties e.g., ordering supplies, maintaining equipment inventory books, stock sheets, time sheets and various catering returns.

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7.	Promote the school meals service and healthy eating initiative.
8.	Undertake any other duties that are commensurate with the general nature and grade of the post.
9.	To act as Cook in Charge in the eventuality of the Cook's absence.
10.	Undertake personal development training as required, sometimes outside normal working hours.
Duties and Responsibilities – Corporate	
1.	To be responsible for establishing good working relationships both internally and externally and providing excellent customer service.
2.	Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
3.	To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equality, Diversity and Inclusion Policy.
4.	To be responsible for the application of Health & Safety practices and risk assessments within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
5.	Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
6.	As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
7.	Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

PERSON SPECIFICATION

Please Note: In order to be shortlisted for this post you **must** demonstrate that you meet **all** the criteria ranked as E - Essential unless it states in the "How Identified" column that it will only be tested at Interview, via a Test or Presentation. Please ensure you tell us in your application how you also meet any Desirable criteria.

Requirements	How Identified	Essential	Desirable
Qualifications and Experience			
	Application Form Interview Test at interview Presentation at interview Verification		
Craft cooking practical qualification N.V.Q. Level 2 or similar. Nutrition standards. Effective cleaning using correct materials. N.V.Q. level 2 or similar. (Essential after 6 months course offered)	AF/I		D
Safeguarding, modern slavery, Violence against women and vulnerable adults, General Data Protection, and Food Safety Agency Allergen module. (Essential after 6 months)	AF/I		D
Job Related Knowledge and Skills			
Effective team worker. Customer service. Interpersonal and communication skills. Understand and respect the roles of the people in the school and Conwy County Borough Council.	AF/I	E	
Numeracy & Literacy. Hygiene, Health & Safety & HACCP Food Safety legislation.	AF/I	E	
Be able to carry out risk assessment for food safety and Health and Safety in individual kitchen using the generic assessment.	AF/I		D
Ability use a Chromebook and Microsoft TEAMs.	AF/I		D
Experience in Craft, food preparation, cooking & finishing.	AF/I	E	
The ability to communicate in English is essential.	Application form Interview	E	
The ability to communicate in Welsh at Level 1 for speaking / writing / reading is desirable.	Application form Interview Test at interview		D
Personal Qualities			
Able to supervise, direct and train kitchen staff, and to act as Cook in Charge in the absence of the Cook.	AF/I	E	

Consistent approach regarding the ordering of food, preparation and service of meals. Good portion control.	AF/I	E	
Innovative in ways of presenting food to encourage children to choose and eat the food prepared.	AF/I	E	
Other Requirements			
Manual handling including, bending, stretching, pushing, pulling, lifting and standing. Adverse working conditions i.e. steam, heat and cold.	AF/I/R	E	
Responsible for the security of the kitchen and the food stores in the kitchen. Key holder in the absence of the cook.	I	E	

Review Date/Right to Vary

This Job Description and Person Specification is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service but all changes must:

- Be referred back to Job.evaluation@conwy.gov.uk for analysis/audit
- An updated copy placed on to all relevant staff members personal files to ensure version control

Version Control Date: …03/11/2026…….....