Cyngor sir ddinbych denbighshire County Council



Primary School Cook

ST ASAPH VP INFANTS SCHOOL

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Vacancy Information Pack

Advert Details

Job Title: Primary School Cook
Location: ST ASAPH VP INFANTS SCHOOL
Salary: Grade 4, £15.07 - £15.31 per hour
Hours: 20 hours per week
Contract: Term Time only

If you would like to discuss any aspect of this post, please contact Tracey Rose on 07824837781.

Recruitment timeline	
Closing date:	30/11/2026
Start date:	As soon as practical

How to Apply

To apply for this exciting vacancy, please complete our online application form via the website:

www.denbighshire.gov.uk/work-for-us

Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

For alternative methods of applying please contact HR Direct on 01824 706200.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. This document is available in Welsh.

disability confident LEADER

Candidate information

About you

We are looking for talented cooks to join our team of skilled staff to work within Denbighshire's Schools. Our ideal applicants will have experience of catering for large numbers and of supervising a large team. Our cooks are required to cook and prepare meals to meet our nutritionally balanced menu and cater for any special dietary requirements.

If you have a passion for catering, but are tired of working nights and weekends, then this Monday to Friday opportunity is perfect for you. You may also be able to work close to where you live as we have vacancies available in different areas in Denbighshire.



What we can offer you

Flexible hours – take control of your work/life balance, working hours that fit in with school term times.

Term time only – Working Monday to Friday with 13 weeks off a year

Your wellbeing – Sociable, caring workplaces offering balanced shift patterns

Great rates of pay – consistent pay dates, including 12 equal payments, even during school holidays.

Immediate start dates – we have vacancies ready to fill, so you can start to work with us as soon as you are available.

Your development – The chance to progress in your career, including training and promotion opportunities.

Staff Benefits

Our workforce is of utmost importance to us and Denbighshire County Council is committed to supporting staff to achieve a positive work-life balance. We therefore have numerous work-life balance policies in place, enhanced parental policies, a fantastic pension scheme, and our Employee Assistance Programme. We also operate childcare voucher, cycle to work, and car salary sacrifice schemes, and a Give as your Earn scheme.

Our staff are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, discounts at hundreds of national retailers, and much more.



Testimonial

I started working for Denbighshire Catering services 7 years ago as a Catering Assistant. During my time as a Catering Assistant I carried out training within the service and gained a promotion to Area Cook where I had the opportunity of running schools all over the county and increasing my experience within school kitchens. After 4 years as an Area Cook I was successful in a promotion to Secondary School Cook at Rhyl High school, providing lunch for over 1000 pupils and staff every day and supervising a team of 14 amazing people. The latest advancement in my career has been a promotion to Area supervisor where I'll be supporting the management team with the day to day operation of 35 schools and the roll out of the universal free school meals project. Every day has been different during my time with Denbighshire School Meals Service and I have loved the variety and opportunities I have been given by the management who have helped me and my colleagues progress our careers in a supportive and welcoming environment.

Clair Stott - Area Catering Supervisor

Job Description

Job Title: Primary School Cook
Grade: Grade 4
Service: Highways & Environmental Services
Service Area: Catering
Responsible to: Catering Manager
Job ID Number: 03419

Welsh Language Category

Welsh language skills are desirable – level 1
Welsh Language Levels

Job Purpose

To provide school meals in accordance with centrally defined menus and undertake the associated supervisory and management duties.

Principle Accountabilities and Responsibilities

Cook and prepare meals and break time snacks to meet menu and special dietary requirements, agreed quality standards and accord with the school timetable.

Order materials from centrally appointed suppliers to keep adequate stocks to meet day to day demands.

Complete the weekly catering returns, timesheets and other records necessary to ensure the effective administration of the service. Cooks responsible for one or more members of staff, are responsible for allocating hours in their kitchens within labour targets determined by Catering Management.

Record numbers of pupils receiving school meals at lunch time.

Ensure that all food preparation, storage and service areas and staff working practices are hygienic and safe. Responsible for the security of the school kitchen including freezers and stock cupboards.

Promote the service within the school to increase uptake of School Meals.

Resources/Equipment/Material

Report all equipment and premises faults to facilitate swift and satisfactory repairs.

Supervision/Management of People

Whilst the post holder is not responsible for staff recruitment, he/she will undertake all on the job training and organise day to day deployment

Supervise up to 5 catering assistants to deliver nutritious meals within cost and labour targets. Train new staff in Health, Safety and Food Hygiene issues as appropriate

Standard arrangement whereby all Cooks at level 2 report to the relevant Area Catering Supervisor, who in turn reports to the Area Catering Manager. The Catering Assistants report to the Cook.

Contacts:

- Area Catering Supervisor - to liaise on all aspects of the service and remedy any possible shortfalls due to unforeseen circumstances or breakdowns.
- Suppliers - to order materials
- Maintenance Engineers - to repair and undertake routine maintenance of kitchen equipment
- Environmental Health and Safety Inspectors - to co-operate in inspections of the premises and working practices
- Head Teacher - to discuss the service quality and general issues regarding service provision
- Parents - to discuss special diets

Knowledge, Skills, Training and Experience

Cook and prepare meals and break time snacks to meet menu and special dietary requirements, agreed quality standards and accord with the school timetable.

Order materials from centrally appointed suppliers to keep adequate stocks to meet day to day demands.

Complete the weekly catering returns, timesheets and other records necessary to ensure the effective administration of the service. Cooks responsible for one or more members of staff, are responsible for allocating hours in their kitchens within labour targets determined by Catering Management.

Record numbers of pupils receiving school meals at lunch time either manually or using prepaid computer system, completing day end and weekly paperwork.

Ensure that all food preparation, storage and service areas and staff working practices are hygienic and safe. Responsible for the security of the school kitchen including freezers and stock cupboards.

Promote the service within the school to increase utilisation of the facilities and generate profits.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks:
DBS Check, 2 satisfactory references covering 3 years' employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/context

The purpose of this job is to provide an efficient and cost effective schools meals service working to centrally defined menus with some scope for local variation, subject to the agreement of the Area Catering Supervisor.

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

	Essential criteria	Desirable criteria	Method of Assessment (App form / Interview / Quals)
1. Qualifications		City and Guilds 706/1 706/2 or NVQ Equivalent. Certificate in Basic Food Hygiene (this is not essential as training will be given)	Application form Interview Certificate
2. Relevant Experience	Experience in catering for large numbers	Previous experience within a school meals service	Application form or Interview
3. Knowledge & Skills	Awareness of health and hygiene and food safety procedures and food allergies. Ability to work to set portion sizes and menu's		Application form or Interview
4. Personal Qualities	Punctual and reliable		Application form or Interview
5. Any Other Requirements	Empathy with the Welsh Language and culture. The person must be clean and tidy and take pride in their work.	Fluent in Welsh language	Application form or Interview



Thank you for your interest

Denbighshire County Council

Website: www.denbighshire.gov.uk

Facebook: @DenbighshireCountyCouncil

X: @DenbighshireCC

Head Office: County Hall, Wynnstay Road, Ruthin, LL15 1YN