

Job Description

Deputy Cook

Job Details	
Grade	Gr 2
Job Evaluation Number	OE0022BXCA
Number of Posts	
Directorate	Council Management
Division	Development & Commercial
Department	Cityserve
Service Area	Operational
Reporting to	Catering Supervisor

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

1.1 Deputising for the catering supervisor and assisting with the day to day management of the catering arrangements at a school, taking specific responsibility for designated key areas.

Carrying out food preparation, cooking and serving of meals contributing to the planning and control of all aspects of the service promoting Education Catering and Cityserve at all times through customer care.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 To support the catering supervisor in the general running of the kitchen taking specific responsibility for the organising and supervision of cash handling and till operation procedures, supervision of meal presentation and service according to set standards in line with site arrangements including;

a) Compliance of menus established within the policies in the unit.

b) Ordering and checking of food in line with unit requirements.
c) Preparation and cooking and food.
d) Presentation, serving of meals and other refreshments in line with site arrangements.
e) Report on light equipment and cleaning material needs and maintaining inventory records and assist in controlling usage.
f) Ensure issues relating to maintenance and care of premises and heavy equipment are reported.
g) Compliance with Cityserve and City Council's policies and procedures to include equal opportunities.
h) To assist in managing staff duties through rotas.
2.2 Contribute to financial control of food, labour and non-food purchases in line with targets and assisting in adjustment of hours as required playing an active part in contributing ideas and solutions. Support in organising and completing all the necessary records and controls, carrying out stock checks, costing and analysis sheets.
2.3 Legislation: to be aware of all legislation's and support supervisor in achieving standards through monitoring, coaching staff and identifying issues e.g. Health and safety, food safety, food hygiene, COSHH etc.
2.4 Training: Contribute to identifying training needs to staff. Assist in training, coaching and development of staff where required in all practical areas to include: induction, policies and procedures e.g. equal opportunity policy, no smoking policy, customer care and investors in people.
2.5 To be fully aware of the role and responsibilities of a catering supervisor keeping updated on issues to enable them to take on the role of a catering supervisor.
2.6 In the absence of a catering supervisor take on the duties and responsibilities identified for the post.
2.7 To liaise with the head of school, evening centre heads, school governors, consumer groups, contract managers and other departmental staff where appropriate. To support the supervisor in promoting the service.
HEALTH AND SAFETY STATEMENT;
In accordance with Birmingham City Council Safety Policy, Cityserve has a commitment to ensure the health, safety and wellbeing of all our staff.

Cityserve will adequately control health and safety risks arising from our work activities and consult with our employees on matters affecting their health and safety at work.
We will provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.
Direct Services considers our employees have a major part to play in the success of this Policy by adhering to safety rules and codes of practice set in place to protect all members of staff at work.
SPECIAL CONDITIONS
Required to be available for catering for weekend and evening school activities and special functions mounted by the school e.g. fund raising events, parents/teachers meetings and Governors meetings.
To work 3 cleaning days per year that may fall in school holiday period.
Flexibility required around start and finish times according to the needs of the service.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
Assistant in Charge	N/A	TBA
General Assistant	N/A	TBA
Cashier	N/A	TBA

Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Children
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Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/I/Q	To hold Level 3 Food Safety Certificate

Skills	AF/I	Good oral and written communication skills
Other	AF/I	Commitment to Term time working Note: i) Some schools are 52 week sites ii) Annual leave is taken at same time as schools shut down.
Other	AF/I	Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Birmingham City Council to establish the entitlement to work in the UK for all applicants.
Other	AF	To provide own footwear, which needs to be flat and enclosed with non-slip soles.
Competency	AF/I	An ability to work as part of a team
Competency	AF/I	An ability to supervise people
Competency	AF/I	Being a good organiser and leader
Competency	AF/I	Ability to carry out written and verbal instructions
Competency	AF/I	Methodical and flexible approach to work in a changing environment
Competency	AF/I	An ability to carry out calculations
Competency	AF/I	An ability to meet deadlines
Competency	AF/I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Knowledge	AF/I/WBE	Good knowledge of large scale catering and cooking, and awareness of legislation effecting catering. Supervisory experience
Training	AF/I	Willing to attend induction course (this may be on site or at Head Office).
Training	AF/I	Willingness to attend any appropriate in-house training.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

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As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led

support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.