



OAK LEAF SPORTS COMPLEX PART-TIME COOK



Candidate Information Pack

MAKE A DIFFERENCE – WORK FOR YOUR LOCAL COUNCIL



Great Aycliffe Town Council

The Town Council have over 70 employees and 30 Councillors, all working to support a variety of services across the Parish of Great Aycliffe, including:

- The OakLeaf Sports & Golf Complex
- 13 parks and play areas
- Free annual events including a firework display, Christmas Eve Santa Tours, summer 'Fun in the Parks' and Pensioners Excursions
- Green open spaces and nature reserves
- St Oswald's Pre-School
- 5 allotment sites and poultry, pigeon and bee-keeping plots
- 2 cemeteries
- 3 sports pitches

We take pride in providing these valuable services within the local community.

The Vacancy

Permanent Part-time Cook (24hpw)

Spinal Scale – 1(i) Point 3-6 (Bar at SCP 5)

£13.28 – 13.70 per hour

Applications are invited for a part-time Cook vacancy, which forms part of the team within the Oak Leaf Sports Complex.

Do you want to work in a small, friendly environment? Are you enthusiastic and full of ideas?

We have a vacancy for a part-time Cook at the Oak Leaf Sports Complex on a permanent basis. This post will involve a range of duties to assist in the provision of an effective and high-quality leisure service.

The post will involve working some evening and weekend shifts.

You must be able to plan and prepare meals for large numbers, have a basic food hygiene certificate, together with previous experience of working within a catering environment.

Please send your CV to info@great-aycliffe.gov.uk or contact us for an application form. (The successful candidate will need to complete an application form.)

For further details please contact the Sports Complex Manager Andrew Clark on 01325 300600.

Applications will be reviewed on receipt, so there is no closing date.

Job Description and Person Specification

JOB DESCRIPTION

Job Title:	Cook
Responsible to:	Oak Leaf Sports Complex Manager
Salary:	Salary Band 1 (i) Point 3 – 6 (Bar at SCP 5)

Purpose of the Job

To ensure the effective and high-quality catering services are provided to the Council's customers in line with the relevant Council policies.

Main Duties and Responsibilities

- 1 To ensure that an effective catering service is provided to the Council's customers.
2. To be responsible for the correct usage and cooking of all food. Ensure food consistency and presentation is maintained as per guidelines given.
3. Working as part of a team, to be responsible for menu planning of both daily and functions.
4. To be fully conversant with the range of goods, menus and their prices and where appropriate the quantities in which they are sold.
5. To be fully conversant with the range of kitchen equipment and how it operates.
6. To be responsible for ensuring that the required standards of cleanliness and hygiene with all catering areas are fulfilled.
7. To inform the Leisure Manager/Duty Manager of any problems in the catering or bar areas.
8. To ensure that the catering service is carried out in accordance with legislative requirements and the Council's own policies and procedures.

Equipment / Stock

9. To oversee the delivering of supplies and to check these against delivery notes and ensure new stock is entered onto the stock control cards.
10. To maintain appropriate inventories of stock and equipment.



11. To fulfil the post holder's duties in relation to Health and Safety requirements.
12. Ensure a safe working environment for yourself, members of your team, members of the public and others who may be affected by your team's activities.
13. To be responsible for your own health and safety.
14. To co-operate with the town clerk and other managers, so far as is necessary, to enable compliance with and fulfilment of the Council's health and safety rules and legislative requirements, as well as environmental health regulations, recommendations and periodic inspections by the environmental officer

General

15. To maintain appropriate records as required by the Council, food safety manual and the Council's Finance Officer.
16. Participate in team meetings and contribute ideas, etc where possible.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post thereby ensuring an effective service is maintained.
18. To undertake an annual appraisal.
19. To provide mentoring and training to new and current staff.
20. To be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.
21. To maintain confidentiality at all times.
22. To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Leisure Manager.
23. Adhere to the staff rota and cover vacant shifts as requested.
24. Adhere to all Council policies and procedures.
25. To assist bar staff as required if the catering workload is of a light nature.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Basic Food Hygiene Certificate.	- Minimum of 4 GCSE or equivalent must include Maths and English. - First Aid at work certificate.	Application form Original certificates
EXPERIENCE	- Previous experience in a catering environment. - Menu planning - Meal preparation for large numbers	- IT literate with use of electronic tills. - Handling cash in a safe environment.	Application form Interview
KNOWLEDGE	Understanding of Health and Safety at work.	- Awareness of the importance of stock control. - Awareness of Environmental Health Regulations. - Awareness of safer foods better business	Application Form Interview
SKILLS	- Effective people skills. - Able to work with minimum supervision	Innovative assessment of work situations and reacting accordingly	Interview
PERSONAL ATTRIBUTES	- Adaptable, flexible and efficient. - Able to work weekends, evenings and bank holidays, as required. - Must be willing to undertake training. - Able to take responsibility and show initiative. - Must be able to work as part of a team. - Good communicator. - Innovative problem solving. - Able to remain calm under pressure.		Application form Interview