

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Cook Apprentice
Job Evaluation ID:	2105CE
Grade:	3 £18,887 (SCP03) to £19,264 (SCP04)
Directorate:	Education and Corporate Services
Division:	Transformation Services
Section:	Catering
Location:	Various
Responsible to:	Cook in Charge

JOB PURPOSE

To develop a range of work related skills and competencies, gain a sound understanding of the service and wider organisation, and work as part of the Catering Team to support the effective operational delivery of the service.

To successfully complete a Level 2 Foundation Apprenticeship qualification through the Welsh Apprenticeship Framework.

RESPONSIBILITIES

Job Specific

Support the team in the day-to-day operation of the service.

Develop an understanding of all aspects of the work relevant to the role and the service area.

As directed by the line manager, undertake a range of tasks which will include:

- Assisting with the preparation and cooking of food in accordance with recipe manuals.
- Assisting with presenting food in an appetising manner.
- Assisting with stock taking and ordering food and cleaning materials.

Complete tasks in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Communicate effectively with colleagues, customers and clients.

Where required, use technology to support day to day operations.

Engage in all work related training and work effectively with the training provider to complete the qualification within agreed timeframes.

The work will be undertaken in Penallta House kitchen or school kitchen / dining areas within the Borough.

Organisational

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Ability to undertake a Level 2 qualification on the Credit and Qualifications Framework for Wales (CQFW).	
KNOWLEDGE		An understanding of Council services.
SKILLS	<p>Able to work as part of a team.</p> <p>Able to communicate with colleagues and service users.</p> <p>Able to follow instructions.</p> <p>Able to complete tasks in agreed timeframes.</p> <p>Able to follow a structured training programme.</p> <p>Committed and motivated to personal development.</p>	<p>Welsh language skills.</p> <p>Able to use your initiative to resolve simple problems.</p> <p>Confident using IT (for example: email and word processing).</p>
EXPERIENCE	No direct experience required for this role but candidates will need to evidence a genuine interest to develop skills and experience in this area of work.	
OTHER		Able to travel throughout the County Borough during the working day.

For Office Use:

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	10/03/2022