

Primary School Cook – Grade 4

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Kirklees Catering Service provides high quality catering services to schools throughout our business portfolio. It also provides café and restaurant services in some commercial premises.

As a Primary School Cook, you will help to ensure that a high quality, customer focused catering service is delivered to all our customers in the establishments where we provide our services. In addition to providing the service on a day to day basis, you will be involved in providing theme days and other events to promote and develop the service.

Responsible to: Catering Supervisor.

This role is based within [Economy and Infrastructure](#).

Find out more about [working for Kirklees](#).

The Job

The main purpose of this role is to prepare, cook and present; in excess of 100 main meals and sweet items in our busy school kitchens. It is essential that meals are presented to the highest standards and delivery deadlines are achieved.

The post holder will also assist the Catering Supervisor with all relevant paperwork.

To undertake the duties of the Catering Supervisor in their absence including all paperwork.

To work as part of a team that works hard to maintain high standards of cleanliness in the kitchen and dining room.

Help to ensure that our customers are satisfied with our service, being friendly and helpful at all times and dealing with any complaints raised by customers.

To work flexibly with the Supervisor to ensure smooth service delivery and high standards of food safety and health and safety are maintained at all times.

Appropriate uniform must be worn which is provided.

Observing all relevant Service and Council policies and taking part in training activities to support the development of yourself and the team.

This is a physically demanding job which involves heavy lifting and long periods of standing in a hot, fast paced environment.

Job Checklist

- Experience of the preparation and production of meals for a minimum of 145 customers daily, to agreed standards.
- To work cooperatively within your team to help achieve agreed objectives.
- To ensure the customer receives the right service in a timely manner.
- To manage your workload effectively to agreed levels of performance.
- To deliver the service to agreed standards, through effective use of materials.
- To put forward ideas for improving the service and support changes to the way things are done.
- To communicate effectively to encourage good relationships with customers and colleagues.
- Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will need to be able to work from your own initiative in a fast paced environment; supporting colleagues where appropriate.

You must have the ability to work effectively as part of a team and the confidence to contribute to the team in developing the service and improving efficiencies.

Our customers are at the heart of all we do so you must be able to demonstrate excellent customer care to a diverse range of customers.

You will support the supervisor in developing the service to meet the changing needs of our customers; identifying opportunities to increase the uptake of school meals.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

Person Checklist

- Experience of the preparation and production of meals for a minimum of 145 customers daily, to agreed standards.
- Administration Skills.
- Ability to supervise staff.
- Basic Food Hygiene Certificate or the ability to attain.
- Knowledge and understanding or the ability to attain Food Safety and Food Allergy legislation are essential to this role.
- Administrative skills to record information on Cypad Kitchen Manager (software used within our kitchens).
- Willing to undertake Safeguarding training.
- You will be working in food service where a high standard of personal hygiene is of crucial importance. Following an offer of appointment you will be required to undertake a standard medical screening and any other medical screening as determined by the occupational health unit.
- Expects that an Enhanced DBS check will be required. Read our [Policy Statement on the Recruitment of ex-offenders](#)

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate your ability to meet "The Job and Person Checklist" for the role