CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Education, Employment & Skills** |
| **POST TITLE: Assisatnt Kitchen Manager** | **REPORTS TO: Kitchen Manager** |
| **GRADE: Band 3** | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | |
| 1) To work as part of a kitchen team to provide meals for up to 100 resident children and/or adults  2) To maintain a high standard of cleanliness in the kitchen / store areas and assist in main wash-up when required  3) At times the post holder will have responsibility for the running of the kitchen in the Kitchen Manager’s is absense | | | |
| **Main Responsibilities of Post:** | | | |
| 1. Provide attractive, well presented food in accordance with planned menu choices, whilst complying with nutritional standards 2. Adhere to operational procedures and ensure high standards of food safety and safe working practices 3. Have high standards of customer care and liaise with groups and their leaders in respect of bespoke menu planning 4. Report defects to equipment and kitchen workspace to the Kitchen Manager 5. Ensure appropriate documentation is completed accurately and in a timely manner, e.g. termperature recordings 6. Able to deal with unforeseen circumstances and sudden changes in planned menus, e.g. due to non-delivery of food items 7. At times deputise for the Kitchen Manager | | | |
| **Structure:** | | | |
| **Special Knowledge Requirement. Will be used for shortlisting.** | | | |
|  | | | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | |  |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Lower threshold level – where the person is able to demonstrate that they can during the interview | | | X |
| Able to prepare, cook and present food to a high standard | | | X |
| Able to read, understand and comply with written instruction, record keeping and information returns: Procedures, COSHH information, Health & Safety information, Fire Safety information and Food Safety information, Stock Taking, Trading Information | | | X |
| Able to operate a range of kitchen equipment e.g. ovens, grills and fryers | | | X |
| Able to create meals following set cooking procedures | | | X |
| Able to learn data protection and data and information security protocols | | | X |
| Able to follow instructions in a careful and structured way to carry out a task | | | X |
| Able to pass information accurately both face to face, by telephone and email | | | X |
| Experience of IT packages, e.g. Microsoft Word and Excel | | | X |
| **Relevant experience requirement: Will be used for shortlisting** | | | | |
| The applicant is required to provide evidence of having previously spoken fluently in English in order to meet the lower threshold level outlined under Special Knowledge above. | | | | |
| Experience of cooking ina a similar eastablishment or for similar numbers | | | | |
| Knowledge of nutrition, special diets and Dietary requirements | | | | |
| **Relevant professional qualifications requirement: Will be used for shortlisting** | | | | |
| NVQ Level 1 in Food Preparation or equivalent e.g. City & Guilds 706/1 | | | | |
| General catering experience | | | | |
| **Core Employee competencies to be used at the interview stage.** | | | | |
| **Carries Out Performance Management** | | | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | | | |
| **Communicates Effectively** | | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | | |
| **Carries Out Effective Decision Making** | | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | | | |
| **Undertakes Structured Problem Solving** **Activity** | | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | | |
| **Operates with Dignity and Respect** | | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | | |
| **Working Conditions:** | | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | | | |
| **Special Conditions:** | | | | |
| The post will require a DBS Enhanced check to be carried out | | | | |
| The post will require mornings and evenings, weekends and Bank Holidays to be worked | | | | |
| No work related issues ior pictures to be raised in social media | | | | |
| It is expected the post holder will have good levels of mobility due to the nature of the kitchen lay  out and an ability to cope with lifting and appropriate movement of kitchen equipment, correctly  observing manual handling procedures. | | | | |
| **Compiled by:**  **Lee Paskin / Audrey Wallace** | **Grade Assessment Date:** | **GRADE: Band 3** | | |