



**JOB DESCRIPTION**

**JOB TITLE:** Cook

**GRADE:** Grade E (point 6-9)

**RESPONSIBLE TO:** Executive Chef

**JOB PURPOSE:** The core focus of this job is delivering an efficient food delivery service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation, service and other kitchen management duties including the supervision of staff, ordering food, stocktaking and administration, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational</b>	<ul style="list-style-type: none"><li>• Preparation, cooking and service of appetising and nutritious food as directed</li><li>• The preparation of the dining room for service</li><li>• Cleaning of the kitchen, dining room and associated areas as required</li><li>• Resolves problems that arise e.g. with supplies, staff and student requirements</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits</li><li>• Promoting the service to parents and pupils by taking part in activities designed to increase meal uptake</li><li>• Oral communication with staff in school ensuring work is carried out to the highest standards reporting of potential hazards in the kitchen.</li><li>• Deals with issues relating to the standards of service in school working with children, teachers and parents to encourage healthy eating</li></ul>
<b>Systems &amp; information</b>	<ul style="list-style-type: none"><li>• Carry out all work in accordance with relevant policies, procedures and regulations:<ul style="list-style-type: none"><li>○ The Food Safety Management System</li><li>○ COSHH</li><li>○ HACCP</li><li>○ STAR MAT policies &amp; procedures</li></ul></li></ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"><li>• Manage and direct other staff in carrying out their duties, ensuring they are fully trained to carry out their duties</li><li>• Undertake duties associated with the management of the catering operation including management of food through adherence to menus and recipes, controlling stock and keeping accurate records</li><li>• Ordering of goods and materials</li><li>• The receipt and storage of goods and materials in good order</li><li>• Stock control</li></ul>

	<ul style="list-style-type: none"> <li>• Ensures the careful use and maintenance of equipment and reporting faults</li> <li>• Ensures the efficient use of services including gas, electricity and water</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> <li>• This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> <li>• The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>• The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

**PERSON SPECIFICATION FOR**

**Cook**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Knowledge of current guidance and legislation with respect to food hygiene and food safety</li> <li>• Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices</li> <li>• The knowledge and understanding of good cookery and correct working practices in a kitchen environment</li> <li>• Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards)</li> <li>• Knowledge of the work of the School Food Trust</li> <li>• Promotion skills to encourage the uptake of healthy school meals</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in catering establishments including the cooking and service of food</li> <li>• Experience of menu planning &amp; costings</li> <li>• Experience of managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in school catering establishments</li> <li>• Experience of managing budgets</li> </ul>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 Award in Food Safety in Catering</li> <li>• Food hygiene certificate</li> <li>• Level 2 Numeracy and Literacy</li> <li>• Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent</li> <li>• Qualification in nutrition / healthy eating</li> <li>• Health and Safety qualification</li> </ul>
<b>Occupational Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties</li> <li>• Be reliable, dependable and have a smart and tidy appearance</li> <li>• Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT Skills</li> </ul>

<ul style="list-style-type: none"> <li>• Stock management skills</li> <li>• Good interpersonal communication skills</li> <li>• An excellent standard of cookery skills</li> <li>• Ability to work under pressure and meet deadlines</li> </ul>	
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	