

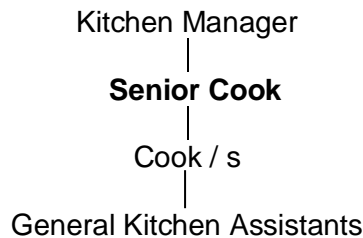
JOB DESCRIPTION

TITLE: Senior Cook
SCHOOL: Downside Primary School
RESPONSIBLE TO: Kitchen Manager
GRADE: SCP 9 - 14

PURPOSE OF POST:

To use professional catering skills in the provision of catering services to the school and support the Kitchen Manager in the overall management of the kitchen and staff.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Plan a daily schedule for the preparation of the day's food requirements and disseminate this to the kitchen team. Prepare and cook fresh and convenience foods, as directed, using the school's methods and recipes, including ethnic, vegetarian and special needs requirements.	60
2. Line manage the work of kitchen assistants or trainees, ensuring correct work methods and safety rules are followed.	10
3. Be responsible for the day to day management of the cooks and General Kitchen Assistants	5
4. Assist with the setting up of the service counter, serve children, supervise self-service of food, providing replenishments as necessary, and clearing and cleaning of same	5
5. Manage and assist in the clearing, cleaning and washing-up within the kitchen, including "in-depth" cleaning on cleaning days, using any specialised products, equipment and methods authorised; thus ensuring high standards of cleanliness are maintained.	5
6. Provide assistance with special function catering and any other catering services undertaken by the kitchen,	3

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|----|---|---|
| 6. | Assist the Kitchen Manager with the daily clerical duties within the kitchen, adapting menus, receiving deliveries, managing and ordering stock and ensuring all Health and Safety checks are carried out | 7 |
| 7. | Deputise for the Kitchen Manager – ensuring that menus are adapted, fresh stock ordered (using the school’s ordering procedures), managing stock deliveries, manage the staff and ensure that all Health and safety checks are completed. | 5 |

DIMENSIONS:

Supervisory Management: Assist the Kitchen Manager in the supervision of 1-2 cooks and 1-8 General Kitchen Assistants and in her/his absence be responsible for their direction.

Financial Resources: In the absence of the Kitchen Manager be responsible for the kitchen budget – ensuring that stock ordered is within the budgetary limits; following the school’s financial procedures.

Physical Resources: In the absence of the Kitchen Manager be responsible for the condition and security of heavy and light kitchen equipment, food stocks and other materials stores, dining room furniture and equipment. Also the monitoring of the kitchen premises maintenance, in respect of health and safety and food hygiene.

Other: The number of meals prepared daily in the school will vary between 600 – 800 on an average of 190 days per annum, in 1 kitchen and 2 dining rooms. The senior cook will need to ensure that the two teams who are serving in the dining rooms are briefed regarding the menu and brief the Midday supervisors on their role.. Menus will be set by the school, but will be adapted by the kitchen team and it will consist of a 3 choice main course, salad bar and sweets. The cook should be prepared to contribute substantially to the provision of other catering services which may be required at their individual school. For example, breakfast, mid morning snacks, staff room trolley service, milk/drinks sales and vending services. Special function catering when required.

CONTEXT:

Downside Primary School provides catering services to school pupils and staff which requires efficient adherence to timetables, budget targets and kitchen teams which work efficiently and cohesively together. It is expected that the cook will play an active role in supplying these services.

Where required, the cook will assist in the provision of ethnic minority cuisine, which is prepared, cooked and served according to the appropriate religious or cultural methods.

It is expected that the cook will work together with the school in meeting seasonal or curriculum requirements for catering, eg packed lunches for school days out. A positive attitude to supporting school events such as open days, sports days, money raising functions is advantageous.

Physical Effort and/or Strain

The cook post will require a degree of physical effort at frequent intervals during the working day. Lifting eg. Cases of food stock, industrial size cooking containers, approx. 15% of working time. Bending eg removing containers from ovens, hot cupboards, leaning over service counters, approx. 20% of working time.

Working Environment

At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather, generally 30% of working time.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification

Cook

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in large scale catering, with knowledge of food preparation, cooking and service Some experience of managing colleagues within a Kitchen context. Some experience of adapting menus and ordering food produce/stock, following school's procedures, to cater for large numbers	1, 2	Experience in customer care Experience of working in a school environment	1, 2 1,2
Skills/Abilities	Ability to communicate with and supervise staff Able to lead a team. Able to work effectively as part of a team Demonstrable high level of cookery skills Ability to work co-operatively to meet service demands	1, 2 1, 2 1, 2 1, 2	Ability to perform administrative tasks	1, 2 1, 2
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1, 2		
Specialist Knowledge	Basic knowledge of food and personal hygiene, kitchen safety legislation	1, 2	Basic knowledge of the principles of nutrition	1, 2
Education and Training	Basic Food Hygiene Certificate or equivalent	1, 2, 4	Have a desire to progress a career in kitchen management City & Guilds 706/1, 706/2 or equivalent NVQ level 1 or equivalent	1, 2 1, 2, 4 1, 2, 4
Other Requirements	Able to perform physical tasks on a frequent basis, eg lifting catering equipment, up to 20kilos	1, 2	Able to communicate with children	1, 2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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