

JOB DESCRIPTION

JOB TITLE:	Trust Support Cook
GRADE:	Grade G (point 13-18)
HOURS PER WEEK:	30 hours per week, 39 weeks (Term Time + Training Days)
RESPONSIBLE TO:	Executive Chef
JOB PURPOSE:	The core focus of this job is to help cover and support a team of School Cooks and Assistants across STAR Eats, providing school meal provisions for students, staff and visitors.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational and Administration	<ul style="list-style-type: none"> ● Covering all kitchen roles across the Trust schools. ● Assist the Executive chef for ensuring a high standard of school meal provision across all Trust schools offering both high quality standards and efficient financial performance. ● To help ensure effective engagement with customers to ensure effective provision across all school meal services: Breakfast (where appropriate), break (where appropriate), lunch, hospitality, events, or similar. ● Maintain high standards in presentation of food, point of sale displays and layout. ● Assist with Cypad functions including menus, recipes, pre orders and allergens. ● Promote healthy eating and healthy food choices in alignment with government standards and guidelines. ● Communicate with all staff, schools, suppliers, students and the wider school communities. ● Assist with compliance with all statutory food hygiene and health and safety guidelines, effectively completing all associated compliance and administration. ● Monitor levels of food/stock wastage across all schools to ensure financial efficiency and menu choices in alignment with customer needs. ● Help to distribute stock and supplies across the Trust schools. ● Any other responsibilities reasonably associated with the role.
Systems & information	<ul style="list-style-type: none"> ● Carry out all work in accordance with relevant policies, procedures and regulations: <ul style="list-style-type: none"> ○ The Food Safety Management System ○ COSHH ○ HACCP ○ STAR MAT policies & procedures
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate ● 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

	<p>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.</p>
Health & Safety	<ul style="list-style-type: none"> • 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. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • 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 • 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.
Customer Service	<ul style="list-style-type: none"> • 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 • 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

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
Trust Support Cook

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none"> ● Knowledge of current guidance and legislation with respect to food hygiene and food safety ● Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices ● Knowledge of specialised aspects of school meals such as diets, food allergies and halal ● The knowledge and understanding of good cookery and correct working practices in a kitchen environment ● Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food 	<ul style="list-style-type: none"> ● Knowledge and understanding of current guidance and legislation with respect to school meals in schools (Nutritional Standards) ● Knowledge of the work of the School Food Trust ● Promotion skills to encourage the uptake of healthy school meals ● Experience of covering within multiple schools
Experience	
<ul style="list-style-type: none"> ● Experience of working in kitchen establishments including the cooking and service of food ● Experience of menu planning & costings ● Experience of managing staff 	<ul style="list-style-type: none"> ● Experience of working in school establishments ● Experience of managing budgets
Qualifications	
<ul style="list-style-type: none"> ● Level 2 Award in Food Safety in Catering ● Food hygiene certificate ● Level 2 Numeracy and Literacy ● Willingness to undertake relevant training 	<ul style="list-style-type: none"> ● Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent ● Qualification in nutrition / healthy eating ● Health and Safety qualification
Occupational Skills	

<ul style="list-style-type: none"> ● The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties ● Be reliable, dependable and have a smart and tidy appearance ● Good organisational and time management skills with an ability to adapt to change in schedule at short notice ● Stock management skills ● Good interpersonal communication skills ● An excellent standard of cookery skills ● Ability to work under pressure and meet deadlines 	<ul style="list-style-type: none"> ● Basic ICT Skills
<p>Personal Qualities</p>	
<ul style="list-style-type: none"> ● Approachable, friendly and trustworthy ● Demonstrable interpersonal skills. ● Ability to work independently using initiative and successfully as part of a team. ● Confidentiality ● Flexibility 	<ul style="list-style-type: none"> ● Creativity with an ability to advise on new initiatives
<p>Other Requirements</p>	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● Full Driving Licence and transport ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	