

**JOB PROFILE**

<b>Job Title:</b>	Assistant Cook	<b>School/Department:</b>	Temple Learning Academy
<b>Salary Grade:</b>	B1 FTE £23,152- £23,893 Actual: £19,830 – £20,465	<b>Working Hours:</b>	37 hours per week. Monday to Thursday 7.00am-3.00pm, Friday 7.30am-3pm
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Leeds

**Responsible to: Catering Manager**

**Role summary:**

Here at TLA, we passionately believe that fresh and nutritious meals are essential to support effective learning. Our catering team is dedicated to providing the best quality meals (and snacks!) to our children, promoting a healthy lifestyle and supporting them to get the most out of each and every day. If you have a creative flair when it comes to food and share our unwavering commitment to the health of all our children...then this is the role for you!

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

**Special conditions of service:**

No smoking policy, including e-cigarettes.

**Role specific responsibilities:**

- To work with the Kitchen Cook and Catering Manager in support of a vision of excellence for the team in terms of quality, presentation and service of food to our customer base
- To be a role model to colleagues in terms of professionalism, presentation and hard work.
- Be a team player
- To assist in the management of the Catering Team
- To ensure quality delivery in a high-volume operation with tight deadlines at break and lunchtimes.
- To demonstrate craft skills to team members and encourage creative flair with food.
- Attend and contribute to team meetings.
- To follow company food specification sheets to ensure quality is maintained and correct gp% achieved.
- To be a good team player who will strive to contribute to the overall success of the business.
- To mentor and share skills with team members
- In conjunction with the Catering Manager, Kitchen Cook and Assistant Baker order food and stock, working to Best Value standards and manage stock levels appropriately.
- Plan, help produce and cook the food to the highest quality standards.
- Control food wastage
- Ensure high standards in food presentation and cleanliness
- To ensure health and safety regulations are strictly observed.



## RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to relate well to children and adults	*	
Highly effective communication skills	*	
Ability to work within and contribute to an effective team	*	
Good organisational skills, high levels of self-motivation and able to take the initiative	*	
Energy, self-confidence and ability to 'give more' when the occasion demands it	*	
Ability to work under pressure and to meet deadlines	*	



<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working at a high volume, quality eatery	*	
Experience of leading, motivating and managing others within a kitchen		*
Budget management experience		*
Food safety qualification and thorough knowledge of all aspects of Food Safety	*	
Business records/basic bookkeeping		*
High degree of catering craft skills		*
Awareness of Nutritional standards applying to schools and the importance of providing healthy food to young people.	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

