



March 2023

Dear Colleague,

Cook Supervisor

Salary :	Grade E £23,620 - £25,409 SCP 10 - 14 (FTE)	Hours per week:	37 Monday – Friday
Actual salary:	Grade E £20,405 - £21,951 SCP 10 - 14	Weeks per year:	Term-time (39) including Inset days

We are seeking to appoint a reliable and enthusiastic individual to the post of Cook Supervisor, to join our hard-working team here at Littleover Community School. The successful candidate should be able to use their own initiative but also able to work well as part of a team of approximately 15, consisting of the Caterer in Charge, Cook, Assistant Cook and Kitchen Assistants.

The person appointed to this position will support the Caterer in Charge in the supervision of staff and deputise for the Caterer in Charge, when absent. We are looking for candidates who:

1. Are able to devise and plan menus in accordance with nutritional standards, considering dietary needs, cultural and religious backgrounds, and food allergies.
2. Have experience cooking, transferring and serving of breakfast and main meals for 1200+ students and staff.
3. Are able to order food goods and other commodities from accredited suppliers within the agreed school catering budget to comply with best practice.
4. Maintain high standards of food hygiene and cleanliness in accordance with health and safety, food safety, and the food safety act 1990, Natasha's Law, and COSHH regulations at all times.
5. Manage the school's cashless system by payment of cheques and cash onto customer accounts, reconcile and bank takings on a daily basis.
6. Undertake Health & Safety and Food Hygiene Training as and when required.
7. Support the Caterer in Charge with planning, staffing, completing schedules and supervising staff on a daily basis.
8. Deputise for the Caterer in Charge, in periods of absence.
9. Oversee standards, check record keeping, including cleaning, temperature controls etc and to maintain safe standards on a daily basis.
10. Are flexible, well organised and professional at all times with ability to communicate with staff and students at all levels.

Please see the Job Description and Person Specification for more detailed information.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned either by post to the school address or by email to: jobs@littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Closing date for applications: Sunday 23rd April 2023

Interview date to be confirmed.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Littleover is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and values diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,

S. Warren

Sara Warren
SCHOOL OPERATIONS MANAGER

JOB DESCRIPTION

POST:	Cook Supervisor
GRADE:	Grade E SCP 10 – 14 £23,620 - £25,409 (pro-rata)
JIQ REFERENCE NO:	S-1034
JOB PURPOSE:	To assist in the management and control of the catering services at school according to their specification within the standards as laid down by the School and the Food Safety Act.
RESPONSIBLE TO:	Caterer in Charge and School Operations Manager
WEEKLY HOURS:	37 hours per week: 7.00am – 3.00pm Monday to Thursday 7.30am – 3.00pm on Friday (half hour break each day)
WEEKS WORKED PER ANNUM	Term time (39 weeks) including Inset days

DUTIES AND RESPONSIBILITIES:

1. To work in accordance with the aims and policies of the school.
2. To ensure prompt and efficient preparations and service of all meals and breaks at the required time are being provided to the standard laid down by the School.
3. Devise and plan menus in accordance with nutritional standards, considering dietary needs, cultural and religious backgrounds, and food allergies.
4. Order food goods and other commodities from accredited suppliers within the agreed school catering budget to comply with best practice.
5. Maintain high standards of food hygiene and cleanliness in accordance with health and safety, food safety, and the food safety act 1990, Natasha's Law and COSHH regulations at all times.
6. To ensure that the control of raw materials and portions are to the School's standards, following the LCS Safe Catering Guidelines.
7. To ensure that the control of raw materials and portions are to the LCS Safe Catering Guidelines and Recipes'.
8. To maintain the School's standards of hygiene and safety, food safety and allergen control and to take any action as is necessary.
9. To complete the LCS Safe Catering documentation and record keeping daily, in line with the requirements and use as a daily working document, for example temperature management and cleaning records.
10. Ensure safe storage and maintenance of food and other consumables in line with health and safety and food hygiene regulations.
11. Manage the school's cashless system by payment of cheques and cash onto customer accounts, reconcile and bank takings on a daily basis.
12. To ensure the School's catering documentation and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
13. Ensuring equipment is maintained and repairs reported and recorded to the Caterer in Charge, or in their absence the Schools Operations Manager.
14. To ensure the kitchen, stores, office, and any other areas under the control of the catering department are secured daily.
15. To support the Caterer in Charge in organising any special function from time to time.
16. To deputise for the Caterer in Charge, in periods of absence.
17. To support the Caterer in Charge in all aspects of Staff Management , Food Safety and Health and Safety.
18. To attend occasional meetings or activities out of school hours.
19. To maintain satisfactory relationships at all levels within the school.
20. To attend to any reasonable request made by the school.
21. To carry out any other reasonable duties as specified by the Headteacher/ School Operations Manager.



The ideal Candidate shall have the following knowledge and experience:

- Proven experience in a supervisory role (candidates with the relevant qualification looking to progress, may be considered, but the candidate must have experience in a large scale kitchen/ food environment)
- Proven experience in a large catering style cooking role
- Excellent people skills, able to motivate, lead and develop a team.
- Standards driven with a hands on management style.
- Good command of the English Language.
- Passion about food and excellent customer service.
- Knowledge about products, promotions and sales.
- High standards and be quality driven.
- Interpersonal and organisational skills.
- Sound awareness of health & safety and food safety legislation.
- Awareness of HACCP principles.
- Be able to address and resolve customer complaints.
- Self-motivated and able to work in a busy environment.
- Computer literate, including Excel and Word.
- An eye for detail.
- A 'can do' attitude.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

PERSON SPECIFICATION - COOK SUPERVISOR

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar busy catering environment	X	
Experience of cooking meals in a typical large catering environment	X	
Competent use of ICT packages	X	
Excellent interpersonal and organisational skills	X	
Excellent communication skills, both verbal and written	X	
Strong literacy and numeracy skills	X	
Ability to work independently as well as within a team	X	
Able to maintain issues of confidentiality in the working environment	X	
Ability to devise and plan menus	X	
Experience of ordering food and commodities from suppliers	X	
Self-motivated and able to work in a busy environment	X	
Catering Management Experience		X
2. Qualifications:		
English GCSE A-C or equivalent		X
Mathematics GCSE A-C or equivalent		X
Relevant qualification in Catering	X	
City & Guilds/Food Hygiene certification or equivalent	X	
3. Personal qualities:		
Able to respond positively and calmly with pupils, parents, teachers and support staff	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Ability to remain calm under pressure and have a sense of humour	X	
4. Other		
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.	X	