



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### COOK

#### JOB DESCRIPTION

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Provide high quality meals, ensuring compliance with all legislation relating to the school meals service, under the instruction and guidance of the Catering Manager.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Duties and Responsibilities**

- 1.1 Undertake the preparation, cooking and serving of all food and beverages, ensuring correct portion sizes are served and good presentation is maintained at all times.
- 1.2 Ensure correct food storage, handling and preparation of food and maintain good stock control.
- 1.3 Assist with the implementation of HACCP procedures and ensure ongoing compliance, to include the daily monitoring and recording of food and equipment temperatures.
- 1.4 Ensure the cleanliness of all catering areas and ensure adherence to cleaning schedules and rotas.
- 1.5 Ensure kitchen equipment is maintained and any repairs / breakdowns are reported to the Catering Manager.
- 1.6 Ensure safe working practices and adherence to all Health and Safety policies, paying particular attention to the use of all equipment and chemicals and ensuring compliance with RIDDOR and COSHH.
- 1.7 Support the catering manager to complete regular risk assessments of the kitchen and canteen, and ensure that all identified risks are addressed.
- 1.8 Assist with basic paperwork and be able to operate a till and instruct others when necessary.
- 1.9 Assist with weekly stock taking and the annual inventories of heavy and light equipment.
- 1.10 Ensure correct procedures are followed in the handling and recording of cash.
- 1.11 Assist the Catering Manager with menu planning and food ordering, as necessary.
- 1.12 Assist with the training of staff.
- 1.13 Ensure that all tasks are carried out to the highest standards possible and to inform the Catering Manager of any sub-standard food to enable remedial action to be taken.
- 1.14 Attend on and off the job training sessions as required by Catering Manager or Senior school staff.

- 1.15 Maintain a high standard of cleanliness, hygiene and personal appearance at all times.
- 1.16 Adopt a positive and pleasant manner at all times and to encourage good working relationships with colleagues, school staff, pupils and any other customers.
- 1.17 Assist with the provision of special or function catering, some of which may take place outside of the school day.
- 1.18 Assist in the promotion of the Catering Department at special events, e.g. Open Evenings etc.
- 1.19 Deputise, in the absence of the Catering Manager.
- 1.20 The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time.

## **2 Hygiene, Health and Safety**

- 2.1 Comply with legislation and follow rules and regulations laid down in the staff handbook with regard to uniform, personal hygiene, health and safety.
- 2.2 Carry out cleaning duties in accordance with the cleaning schedule provided.
- 2.3 Report all accidents and any hygiene, health and safety hazards to ensure the safety of staff and customers.
- 2.4 Carry out correct procedures regarding food hygiene as laid down in the Food Safety Manual.

## **3 Client and Customer Relations**

- 3.1 Maintain a professional image by being polite, helpful and courteous at all times

## **4 Other Responsibilities**

- 4.1 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- 4.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.4 Contribute to the wider life of the Trust and the Star community.
- 4.5 Carry out any such duties as may be reasonably required by the Trust.

## **5 Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Possess a City and Guilds 706/1 and 2 or NVQ catering equivalent (Level 1 and 2).	E	✓	
2.	Valid Food Hygiene qualification.	E	✓	
3.	GCSE A* - C in English and Maths or equivalent Level 2 numeracy and literacy qualifications.	E	✓	✓
4.	Willingness to participate in development and training opportunities.	E	✓	✓
<b>EXPERIENCE</b>				
5.	Experience of supervising staff.	D	✓	✓
6.	Experience of preparing, cooking and serving food for large numbers, including the ability to scale recipes up and down to suit varying numbers.	E	✓	✓
7.	Experience of ordering commodities, completing food costings, stock control, daily cash reconciliation and general kitchen administration duties.	E	✓	✓
8.	Experience of planning menus, ordering provisions within budget allocation and reconciling budget.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Awareness of Halal requirements for catering.	E	✓	✓
10.	Ability to work unsupervised to produce nutritious, economical, well-presented meals of good quality.	E	✓	✓
11.	Familiar with basic recipes and standards and able to demonstrate excellent food production and presentation skills for large numbers.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
12.	Ability to use general catering equipment safely and correctly.	E	✓	✓
13.	Ability to consistently produce high quality food in adequate numbers in a timely fashion, meeting challenging deadlines.	E	✓	✓
14.	Knowledge and experience of stock control.	E	✓	✓
15.	Good knowledge of Health and Safety, Hygiene regulations, HACCP, RIDDOR, COSHH and all legislation relating to the Catering Industry.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	Good time management and organisational skills.	E	✓	✓
17.	Excellent communication skills, the ability to work as part of a team and to motivate staff.	E		✓
18.	Excellent standards of, and commitment to, personal hygiene.	E		✓
19.	High levels of personal and professional integrity and honesty.	E		✓
20.	Ability to form good working relationships with other staff and communicate effectively with people at all levels.	E		✓
21.	Ability to relate well to children and adults and deliver excellent customer service.	E	✓	✓
22.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
23.	Strong commitment to high levels of nutrition, food safety and Halal requirements.	E	✓	✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
29.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓