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| **POST TITLE**: Cook | **GRADE/SALARY:**<br>**HOURS OF WORK**: |
| **RESPONSIBLE TO**: Catering Manager | |

**Location:**

**Purpose of role:** To support Catering Manager in the provision of efficient and effective catering service in line with Trust Zest Catering /school standards of service, quality and presentation, whilst complying with legislation and financial targets while providing a warm welcome to students, staff and visitors, so that the reputation of the Trust's catering function is enhanced.

**Responsible for:** Support Catering Manager in the management catering team and the catering service in all areas of the operation

**Key liaisons:**
**Multi Academy Trust School staff and leadership teams**
**Parents and students**
**Visitors**
**Governors**
**Contractors**

**Principle Duties and Responsibilities**

**Kitchen Management and Production**

- To support Catering Manager in adopting the Trust Zest Catering menus to the requirement of the school, with consideration of cost and nutritional standards.
- Ensure that all food is produced as per the menu using costed recipes and that there are sufficient quantities to meet the service requirements.
- To identify stock requirements and place orders using nominated suppliers.
- Ensure that all food at the point of services is to the required standard.

**Food Service**

Through the allocation of duties ensure that:

- The service of food is prompt and efficient and to the Trust Zest Catering standard in terms of presentation.
- Service counters are kept clean.
- Enough clean cutlery and crockery.
- Ensure all staff are briefed regarding ingredients, cooking methods and portion size including any special dietary requirements.

**Team Management**

- Support Catering Manager in terms of allocation of duties and standards.
- Carry out staff training as required.
- To support Catering Manager in the recruitment of staff in conjunction with the school/Trust Zest Catering policies
- Support Catering Manager in monitoring staff attendance and timekeeping, taking action where necessary.
- To lead the team by communicating effectively and motivating individuals.
- To promote a quality approach to all aspects of the management of catering operation

**Customer Satisfaction**

- To strive in the achievement of total customer satisfaction
- To ensure that all customers are given a polite, friendly and personal service.

- To strive for nil customer complaints and turn potentially negative customer experiences into positive.
- To have a responsibility for promoting and safeguarding the welfare of children you come into contact with

**Hygiene Health and Safety**

- To support Catering Manager in the implementation and monitoring the effective use of the Trust Zest Catering Food Safety Management System.
- To ensure that all clean is completed in line with the cleaning schedule.
- To ensure that all school/Trust health and safety policies and procedures are followed.
- Work safely around the kitchen equipment and monitor and deal with any maintenance issues

**Financial Performance**

- To support Catering Manager in completion of all relevant entries on the Trust Zest Catering bookwork system as per standard.
- To observe and comply with all Trust and Unit procedures relating to cash handling and security procedures.
- To support Catering Manager in achieving sales targets, gross profit margins, whilst controlling labour and sundries costs.
- To support Catering Manager in producing weekly and monthly businesses forecasts and implement any necessary corrective actions.

**Personal Presentation**

- To report for duty in good time, clean, tidy and wearing the correct uniform
- To lead by example, to ensure all members of the team wear the correct uniform whilst on duty.

**Additional Duties**

- To attend any training sessions, meetings and parent evenings in relation to your duties.
- To perform any other duties appropriate to the needs of the Trust and Zest Catering.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Trust's Equal Opportunities Policy/Code of Conduct that's available in Share Point
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust, and maintain open line of communication with senior management.
- To report to the on-site facilities teams, Catering Manager and Trust Catering Operations Manager any defects in equipment, suspect food or other concerns relating to Food Safety and Health and Safety

**Mobility**

- Your normal place of work is stated under location on your Contract of Employment. However, given the nature of the business, it is sometimes necessary to transfer people on a temporary or permanent basis to another location. Wherever possible, this will be within responsible daily travelling distance of your existing place of work.

**Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

**General**

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including

those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

I understand that this Job Description does not form part of my statements of terms and conditions and is intended to reflect the main responsibilities of the role, in conjunction with any Key Performance Indicators. These may change over time with Trust, Zest Catering and job needs. It is therefore subject to periodic review.

Signed……

Date……

| **Person Specification - Catering Manager** | **Essential (E) or Desirable (D)** |
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| **Education/Qualifications** | |
| Sound Level of Secondary Education | **E** |
| Level 2 Food Hygiene Certificate | **E** |
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| **Experience** | |
| Previous Catering experience | **E** |
| Previous Catering experience within schools or college environment | **E** |
| Knowledge of health and safety and good hygiene practice in the kitchen through the Holding of a current Level 2 award in Food safety and Hygiene. | **E** |
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| **Behaviours** | |
| Operations with integrity, clean tidy appearance | **E** |
| Committed to continuous professional development | **E** |
| Committed to a team collaborative approach | **E** |
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| **Skills** | |
| Energy and Enthusiasm | **E** |
| Flexible approach to work | **E** |
| Positive & Reliable | **E** |
| Ability to carry out tasks given quickly and competently | **E** |
| Have a keen interest in food and providing a good service | **E** |
| Good Spoken communication skills | **E** |
| Ability to work on your own initiative and as part of a team | **E** |
| Able to follow instructions from line manager and comply with the Trust's Food Safety Policy | **E** |
| Able to undertake physically demanding work | **E** |
| Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines | **E** |
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| Other | |