

Job Description	
Post:	Mobile Cook
Pay Scale:	Grade 5 (SCP 12-17)
Responsible to:	Trust Head of Catering
Main Location:	Trust-wide role based across STOCCAT schools in Bury and Rochdale, with the requirement to work flexibly across primary and secondary school sites as directed to support catering provision and service continuity
Main Duties	
The role is that of a school-based Cook with the added requirement to provide catering support across multiple Trust schools as directed, responding to staffing shortages, planned and unplanned absences and operational requirements. This means there is a requirement to travel independently between school sites and adapt quickly to different kitchen environments, service models and customer groups, whilst ensuring schools maintain compliance with statutory requirements relating to food hygiene, allergen management, HACCP and COSHH. It is expected that you will work flexibly across both primary and secondary school settings, adapting service delivery to meet the needs of different age groups and school communities, helping to maintain continuity of catering provision across the Trust, ensuring meals are delivered safely and efficiently during periods of operational challenge and/or reduced staffing levels. • Work independently across multiple school sites, making operational decisions to ensure the safe and effective delivery of catering services. • Assess local operational requirements and prioritise tasks to ensure service standards are maintained. • Provide guidance and practical support to Catering Assistants and temporary staff. • Preparation and cooking of food and beverages in accordance with menus. • Ensure food hygiene and health and safety regulations are always adhered to. • Assisting in the organisation of the on-site meal service or transported meals • General kitchen and dining room duties (i.e. washing up, setting up and clearing away equipment and tables). • Cleaning of the kitchen, its surrounds and equipment. • Practising and encouraging good housekeeping with energy conservation and equipment. • Monitor and report food hygiene and operational concerns identified within schools. • Promote consistent catering standards and safe working practices across all Trust kitchens. • To ensure COSHH regulations are always followed. • To ensure that HACCP regulations are always followed. • Simple clerical duties as directed by Line Manager (temperature recording, signing cleaning sheets, counting plates and trays etc.).	

- To follow instruction from Line Manager.
- Maximising good customer relations with colleagues and clients.
- Carry out any other reasonable duties within the overall function of the job.
- To work in accordance with Financial Regulations and procedures of the school.
- To assist with the achievement of financial targets (i.e. stock control, portion control, menu delivery, budget management).
- The efficient and effective use of stores' materials and other supplies as directed by the Line Manager.
- Assist Kitchen Managers and school leaders with implementing catering procedures and service improvements by sharing good practice between schools and contributing to continuous improvement of catering services

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role

and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Willingness to achieve Foundation Certificate in Food Hygiene within 3 months of starting job	Essential	A/I
Willingness to undertake Level 2 NVQ in a relevant discipline	Essential	A/I
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/I
Knowledge & Experience		
Knowledge of food storage	Essential	A/I
Knowledge of why it is important to work within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen	Essential	A/I
Be able to demonstrate why good customer care skills are important	Essential	A/I
Experience of working as part of a team	Essential	A/I/R
Experience of preparing and serving meals within busy catering environments	Essential	A/I

Experience of maintaining food safety standards and records	Essential	A/I
Knowledge of allergen legislation and Natasha's Law	Essential	A/I
Experience of working independently and prioritising workloads	Essential	A/I
Technical Skills & Ability		
The ability to undertake light/moderate lifting i.e. food deliveries, dining room duties	Essential	A/I
Ability to organise catering operations in unfamiliar environments	Essential	A/I
Ability to identify and resolve operational issues independently	Essential	A/I
Demonstrate knowledge of personal hygiene	Essential	A/I
Knowledge of basic recipes and cooking methods	Essential	A/I
Ability to support compliance with food safety and health & safety standards	Essential	A/I
Ability to adapt menus and service arrangements within agreed operational procedures	Essential	A/I
Willingness to wear protective clothing	Essential	A/I
Special working conditions		
Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment	Essential	A/I
Ability and willingness to travel regularly between Trust schools	Essential	A.I
Flexibility to work across different kitchen environments at short notice	Essential	A/I
Ability to work in both Primary and Secondary school settings	Essential	A/I
Full driving licence and access to transport, or ability to travel effectively between sites	Essential	A/I/C
Occasional adjustment to working patterns to meet operational requirements	Essential	A/I
Personal characteristics		
Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food reps	Essential	A/I/R
Be able to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food reps	Essential	A/I/R

Adaptable and responsible to changing priorities and locations	Essential	A/I/R
Able to make sound operational decisions under pressure	Essential	A/I/R
Able to work independently with minimal supervision	Essential	A/I/R
Committed to maintaining high standards across multiple sites	Essential	A/I/R
Able to support, motivate and positively influence colleagues	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R