



Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29-32

Hours of work: Permanent, 14 hours per week, term time only

Responsible to: Catering Manager

Post objective: Responsible to the Catering Manager to assist in the preparation and serving of school meals and maintaining the cleanliness of the Kitchen and dining areas.

Key Areas of Responsibility

Catering Provision

- Assist the Catering Manager with the preparation and cooking of school meals.
- Assist Catering Manager with supervision of staff.
- Kitchen cleaning and cleaning of equipment.
- Assist in the preparation and cleaning of the dining area, including movement of furniture as appropriate.
- Service of meal and washing up after meal.
- Maintenance of health & safety in the kitchen.
- Assist Catering Manager in training new staff in cooking methods and methods of work in kitchen.
- Assist Catering Manager with health and safety training.
- Assist the other members of the school community with the promotion and implementation of healthy eating.
- Assist with any extra catering required by the school other than the school meal.
- Take control of kitchen in absence of Catering Manager.
- To carry out till work or work with regard to the vending facilities as and when required.

Health & Safety

- To ensure adherence to all procedures within the operations manual.
- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.

- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular Risk Assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

General Responsibilities

- To work as part of the Catering Team.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Headteacher or their representative.

CONTACTS:

- Governing Body, Senior Leaders and staff at the school.
- Pupils, parents and carers.
- Trust colleagues and representatives from partner organisations, outside agencies and service providers

RELATIONSHIP TO OTHER POSTS WITHIN DEPARTMENT:

Line Managed by: Catering Manager

HEALTH AND SAFETY

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the School's performance management programme for support staff and to participate in appropriate staff training and development activities.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



SCHOOL COOK

Person Specification

	Essential	Desirable
Experience		Working within a School Environment
Personal Qualities	- Calm, caring and supportive approach to children and adults. - Positive, enthusiastic and energetic personality. - Have a flexible approach to working hours and content of work. - Willingness to accept responsibility.	
Education and Training	Willingness to undertake further training e.g. Health and Safety courses.	NVQ Level 2 or equivalent.
Skills / Aptitudes	- Good all round communication skills with adults and children and ability to demonstrate tact and sensitivity. - Proven ability to prioritise tasks, manage time effectively, work on own initiative and meet deadlines. - Ability to work as part of a team. - Ability to maintain confidentiality.	
Specific Requirements	- Ability to work in line with the ethos, culture, overall aims and policies of the School. - Ability to work flexibly and undertake other duties when required to support the need of students. - Understanding of statutory requirements including Safeguarding, Child Protection, Equal Opportunities, Inclusion and Health and Safety.	

	• Excellent attendance record.	
Suitability to work with children and young people	• Be willing to undergo an Enhanced DBS check.	