

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                |
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| <b>Post:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Senior Mobile Cook                                             |
| <b>Pay Scale:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade 6 SCP 19-24                                              |
| <b>Responsible to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Regional Catering Manager                                      |
| <b>Main Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Trust schools across Bolton, Bury, Rochdale, Salford and Wigan |
| Main Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |
| <p>To provide high-quality catering support across Trust schools through the delivery of mobile kitchen cover, staff training and development, quality assurance monitoring and compliance auditing.</p> <p>The postholder will work closely with the Regional Catering Manager to support the consistent delivery of safe, compliant and high-quality catering services across Trust schools. They will undertake operational support duties, monitor standards, provide coaching and guidance to catering staff and contribute to continuous service improvement.</p>                                                                                                                                                                                                                                                                                                     |                                                                |
| <p><b>Operational Catering Support</b></p> <ul style="list-style-type: none"> <li>• Provide catering cover across Trust schools as required to ensure continuity of service.</li> <li>• Support schools experiencing staffing shortages, vacancies or operational challenges.</li> <li>• Assist with the organisation and delivery of special events, theme days and hospitality services.</li> <li>• Ensure food is prepared and served in accordance with agreed menus, recipes and nutritional standards.</li> <li>• Maintain high standards of food presentation and customer service.</li> <li>• Promote a positive dining experience for pupils, staff and visitors.</li> <li>• Act as an experienced catering resource to support schools in resolving operational issues.</li> </ul>                                                                                |                                                                |
| <p><b>Quality Assurance &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Undertake routine visits to schools to monitor catering standards and compliance.</li> <li>• Complete kitchen audits covering food safety, allergen management, HACCP systems, cleaning standards, COSHH compliance and health &amp; safety requirements.</li> <li>• Identify areas requiring improvement and provide appropriate support and guidance.</li> <li>• Prepare audit reports and submit findings and recommendations to the Regional Catering Manager.</li> <li>• Monitor compliance with Trust catering policies, procedures and statutory requirements.</li> <li>• Support schools in implementing corrective actions arising from internal inspections or audits.</li> <li>• Escalate significant compliance concerns to the Regional Catering Manager.</li> </ul> |                                                                |
| <p><b>Training &amp; Development</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |

- Assist with the induction of new catering staff.
- Provide practical coaching, mentoring and guidance to new Cooks, Mobile Cooks and Catering Assistants.
- Support the delivery of catering training programmes and development initiatives.
- Demonstrate best practice in food preparation, service delivery and food safety management.
- Promote a culture of continuous improvement and professional development across catering teams.
- Support the implementation of new procedures, menus and catering initiatives.

### **Menu Implementation & Service Improvement**

- Support the Regional Catering Manager in the implementation of Trust menus across all schools.
- Undertake reviews of menu compliance and consistency of provision.
- Assist in gathering customer feedback and identifying opportunities to increase meal uptake.
- Monitor food wastage and support schools to improve efficiency and reduce waste.
- Contribute ideas and recommendations to improve service quality and customer satisfaction.
- Assist with the introduction of new menu items and seasonal promotions.

### **Monitoring & Reporting**

- Collect and collate information relating to meal uptake, food wastage and operational performance.
- Assist in producing reports, action plans and recommendations for service improvement.
- Maintain accurate records following school visits, inspections and audits.
- Support the Regional Catering Manager with data collection and analysis as required.
- Identify developing trends and common issues across catering operations and report these appropriately.

### **Health & Safety**

- Promote and maintain a positive health and safety culture across all catering operations.
- Monitor compliance with food hygiene, health and safety and environmental health requirements.
- Support accident, incident and near-miss investigations as directed.
- Ensure safe systems of work are followed at all times.
- Report health and safety concerns promptly and support implementation of corrective actions.
- Act as a role model for safe working practices.

### 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.
- 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.*

| <b>Person Specification</b>                                                                                                                                                   |                              |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|
| <b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application                                               |                              |                 |
|                                                                                                                                                                               | <b>Essential / desirable</b> | <b>Evidence</b> |
| <b>Qualifications</b>                                                                                                                                                         |                              |                 |
| 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 | Essential                    | A/I/C           |
| Level 2 Food Safety and Hygiene Certificate                                                                                                                                   | Essential                    | A/I/C           |
| Level 3 Food Safety and Hygiene Certificate                                                                                                                                   | Desirable                    | A/I/C           |
| HACCP qualification                                                                                                                                                           | Desirable                    | A/I/C           |
| Supervisory of Team Leader qualification                                                                                                                                      | Desirable                    | A/I/C           |
| <b>Knowledge &amp; Experience</b>                                                                                                                                             |                              |                 |
| Experience of working within a commercial, educational or public sector catering environment                                                                                  | Essential                    | A/I             |
| Experience of working across multiple catering settings                                                                                                                       | Desirable                    | A/I             |
| Experience of preparing and serving meals within established budgets and quality standards and a good knowledge of nutritional standards appropriate to school meals          | Essential                    | A/I             |
| Experience of monitoring food safety and hygiene requirements with an understanding of HACCP principles, allergen management and COSHH requirements                           | Essential                    | A/I             |
| Experience of providing support, guidance or informal supervision to colleagues                                                                                               | Essential                    | A/I             |
| Experience maintaining accurate catering records and documentation                                                                                                            | Essential                    | A/I             |
| Experience undertaking catering audits or compliance checks                                                                                                                   | Desirable                    | A/I             |
| Experience of delivering staff training or coaching                                                                                                                           | Desirable                    | A/I             |

|                                                                                                                                         |           |       |
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| Experience supporting service improvement initiatives with an understanding of catering performance monitoring and meal update analysis | Desirable | A/I   |
| <b>Technical Skills &amp; Ability</b>                                                                                                   |           |       |
| Able to work independently across multiple sites                                                                                        | Essential | A/I   |
| Able to build positive working relationships with staff at all levels                                                                   | Essential | A/I   |
| Able to coach and support colleagues effectively                                                                                        | Essential | A/I   |
| Able to monitor and support colleagues                                                                                                  | Essential | A/I   |
| Able to monitor standards and identify areas to be improved                                                                             | Essential | A/I   |
| Able to complete reports and maintain accurate records                                                                                  | Essential | A/I   |
| Excellent communication and interpersonal skills                                                                                        | Essential | A/I/R |
| Excellent organisational and time management skills, with the ability to prioritise workloads and work flexibly                         | Essential | A/I/R |
| Competent in the use of IT i.e. Microsoft Office                                                                                        | Essential | A/I/R |
| Ability to analyse operational data and identify trends                                                                                 | Desirable | A/I   |
| Ability to assist in the delivery of training programmes                                                                                | Desirable | A/I   |
| Able to contribute to service development                                                                                               | Desirable | A/I   |
| <b>Special Working Conditions</b>                                                                                                       |           |       |
| Ability to work flexibly across the Trust                                                                                               | Essential | A/I   |
| Full UK Driving License and access to a vehicle for business use; or ability to attend Trust schools                                    | Essential | A/I   |
| <b>Personal characteristics</b>                                                                                                         |           |       |
| 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/R |
| Commitment to good attendance at work                                                                                                   | Essential | A/I/R |

|                                                   |           |       |
|---------------------------------------------------|-----------|-------|
| Commitment ot continuing professional development | Essential | A/I/R |
| Professional and approachable manner              | Essential | A/I/R |
| Ability to use own initiative                     | Essential | A/I/R |
| Commitment to high standards of customer service  | Essential | A/I/R |

