**Job Description**

**POST TITLE:** Cook

**GRADE:** Band 4

**HOURS OF WORK:** 35 Hours per week, TTO + 5 Days

Monday to Friday – 8:30am – 1:30pm

**POST STATUS:** Permanent

**Disclosure level:** Enhanced

**Responsible to:** Catering Manager

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**MAIN PURPOSE OF THE POST:**

To prepare, cook and serve food as instructed by the Catering Manager in accordance with defined standards and quality, working within DfE guidelines regarding current health safety and hygiene legislation and the school’s Health and Safety policy, with the aim of achieving high standards of customer care and good quality at low cost.

**Duties**

* To prepare, cook and serve food to meet the specifications as defined by the school. This will include meeting the meal requirements of the staff and students and any special, emergency and function catering.
* To create and follow recipes and meal plans under the direction of the Catering Manager.
* To meet all statutory requirements for Ofsted and Local Authority Hygiene inspections
* To promote and participate in an alert and positive approach to Health and Safety in the delivery of the school’s catering operation.
* Promote effective waste management within the dining room and kitchen.
* To keep abreast of new initiatives, systems and regulations through regular training Staff Supervision
* Assist the Catering Manager in supervising the General Catering Assistants and Apprentices
* Work with the Catering Manager in order to achieve cost effect catering service at a high quality.
* Assist with appropriate on site basic training to ensure staff are motivated and developed to their full potential.
* Supervise and assist with cleaning duties as required by the Catering Manager including general washing up, clearing away and cleaning floors as instructed.
* To operate kitchen machinery such as mixers, slicers, dishwashers, sterilser, as required.
* Transporting and serving of meals if required.
* To maintain standards of hygiene and cleanliness and observe all requirements of the Health and Safety at Work Act.
* To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.

**Administration**

* Assist and implement current health, safety and hygiene legislation including HACCP
* To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
* Ensure the Schools Health & Safety policy and all relevant Health & Safety legislation is applied.
* effectively to all activities undertaken by members of the Catering Department.
* Monitor, organise and maintain appropriate stock control levels in all areas including records of monthly stocktaking.

**Customer Care**

* Ensure the effective promotion of the service, including new initiatives through marketing
* techniques in accordance with the school’s policies
* Provide a daily meal service supplying breakfasts, snacks, midday meals and drinks.
* Present demonstrations and food tasting sessions at Open Evenings
* Ensure constructive and effective communication with the school at all times.

**Other**

* Deputising for the Catering Manager in their absence
* Ensure efficient delivery of any other tasks reasonably requested by the Catering Manager

**Person Specification**

**Essential Criteria**

* GCSE English and Maths or equivalent
* As a minimum, NVQ Level 1 or equivalent qualification in catering.
* Previous experience of providing catering in the following or similar environments e.g. care home, day care centres, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken
* As a minimum, Level 1 Food Hygiene Certificate
* Ability to use relevant equipment
* Ability to relate well to children and adults
* Ability to communicate clearly and work as part of team.
* Ability to speak fluent English
* Ability to work on own or as part of a team
* Willingness to undertake training
* Willingness to acquire awareness of COSHH regulations
* Willingness to acquire awareness of HACCP procedures

**The College has adopted the principles of Safer Recruitment and will safeguard and promote the welfare of children and young people and expects all staff and volunteers to do the same. Successful applicants will be required to undertake an enhanced Disclosure and Barring Service check and subscribe to the DBS update service.**

**Carlton Bolling College is an equal opportunities employer.**