



## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Central Services
<b>Service:</b>	Traded Services – Catering
<b>Post title:</b>	Cook 1 (Primary Schools) 0 – 40 meals
<b>Grade:</b>	E
<b>Responsible to:</b>	Area Management Team
<b>Staff managed:</b>	Manages operational frontline staff
<b>Date of issue:</b>	October 2011
<b>Job family:</b>	<b>OS - Operational Support</b>

### Job context

Traded Services - Catering is part of Central Services providing a catering service to primary and secondary schools in North Yorkshire.

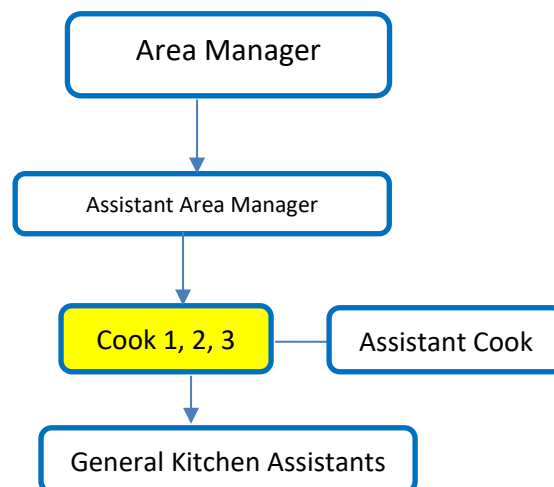
Catering is a 'fresh food' organisation encouraging children and young people to choose healthy food with the aim of increasing the uptake of school meals.

It is essential that the post holder establishes a good working relationship with the school to support the promotion of school meals.

The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace. An enhanced Disclosure Barring service (DBS) clearance is required for this post

### Structure

#### Cook level 1,2,3, - Primary Schools





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### Job Description

<b>Job purpose</b>	<p>The core focus of this job is delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation and service and other kitchen management duties including the supervision of staff, ordering food, stocktaking and administration setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.</p>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Order goods and materials</li> <li>• Receive and store goods and materials in good order</li> <li>• Prepare, cook and serve appetising and nutritious meals</li> <li>• Prepare the dining room for service which includes putting in place dining tables and chairs</li> <li>• Wash up, clear and clean the kitchen, dining room and associated areas</li> <li>• Supervise and direct staff carrying out their duties</li> <li>• Assess standards of service and assist with the training and development of staff in the kitchen</li> <li>• Attend training courses and meetings as required</li> <li>• Appraise staff</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Engage with children and young people at service times.</li> <li>• Inform, involve and support children and young people in developing good dietary habits.</li> <li>• Listen actively and respond to concerns from children and young people.</li> <li>• Communication and teamwork with school colleagues other practitioners and professionals.</li> <li>• Oral communication with catering staff ensuring tasks are carried out to the highest standards</li> <li>• Oral communication with the Area Management Team relating to any issues regarding the above</li> <li>• Liaising with Head Teacher and Area Management Team on issues relating to the standards of service in school</li> <li>• Promotion of the catering service in school to increase uptake by participation in promotional activities</li> <li>• Working with children and young people, parents and school staff to encourage good dietary habits</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Undertake duties associated with the financial management of the catering operation including keeping accurate records, adherence to menus and recipes and controlling stock</li> <li>• Be responsible for the care and maintenance of equipment and reporting faults</li> <li>• The efficient use of services including gas, electricity and water</li> <li>• Management of catering staff</li> <li>• Ensure the unit catering operation achieves budgeted financial performance.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Carry out all work in accordance with the policies and procedures included in:             <ul style="list-style-type: none"> <li>○ The Food Safety Management System</li> <li>○ The Kitchen Manual</li> <li>○ The COSHH Manual</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ The Risk Assessment Manual</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete all required weekly / termly paperwork accurately and timely</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.</li> </ul>

### Person Specification

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of current guidance and legislation with respect to food hygiene and food safety</li> <li>• Knowledge of the importance of good dietary habits of children and the need to encourage good food choices</li> <li>• The knowledge and understanding of good cookery and correct working practices in a kitchen environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards)</li> <li>• Knowledge of the work of the School Food Trust</li> <li>• Promotion skills to encourage the uptake of healthy school meals</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in catering establishments including the cooking and service of food</li> </ul>	<ul style="list-style-type: none"> <li>• The supervision of staff</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• A good standard of cookery skills</li> <li>• The ability to maintain a high level of food hygiene, food safety and health and safety standards</li> <li>• Have good communication skills</li> <li>• Be reliable, dependable</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to motivate staff</li> </ul>
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p> <ul style="list-style-type: none"> <li>• Level 2 Award in Food Safety in Catering</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2</li> <li>• Qualification in nutrition / healthy eating</li> <li>• Health and Safety qualification</li> <li>• Level 2 Numeracy and Literacy</li> </ul>
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.