



School Cook

Required: As soon as possible

Salary: Grade G, SCP 12-15 (Actual salary £11,736 – £12,455)

Hours: 23.75 per week, Term Time plus 2 days

Contract Type: Permanent

Location: St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ

Governors, staff and children would like to appoint a permanent School Cook who is passionate about cooking.

We are looking for someone who:

- Can deliver 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.
- Is able to work effectively as part of a team
- Is willing to make a significant contribution to the wider life of the school

In return we can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A friendly and supportive staff and Governor team who can offer excellent opportunities and support to further develop your skills

St Joseph's is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant employment checks and completion of the disqualification by association declaration form (Childcare Disqualifications Regulations 2009)

Visits to the school are encouraged; please contact Caroline Farrier (Trust Business Manager) to arrange an appointment.

Closing Date: Friday 6th December 2019 at 12 noon

Interview date: Friday 13th December 2019

Application forms are available from the school or can be downloaded from <https://npcat.org.uk/current-vacancies/>

Please return completed application forms to Caroline Farrier, Trust Business Manager at farrier.c@npcat.org.uk. Application forms can be posted or hand delivered to the school.

School Cook Job Description

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.

Job Context

St Joseph's Catholic Primary School, A Voluntary Academy encourage 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 establish 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 exemplary standards of behaviour at all times, including outside the workplace. An enhanced Disclosure Baring service (DBS) clearance is required for this post

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

- Be responsible for promoting and safeguarding the welfare of children that you come into contact with
- Engage with children at service times
- Inform, involve and support children in developing good dietary habits
- Listen actively and respond to concerns from children
- Communication and teamwork with school colleagues, other practitioners and professionals
- Ordering goods and materials
- Receiving and storing goods and materials in good order
- Preparing, cooking and serving appetising and nutritious meals
- Preparing the dining room for service including putting in place dining tables and chairs
- Washing up, clearing and cleaning the kitchen, dining room and associated areas
- Supervise and direct staff carrying out their duties
- Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records
- Be responsible for the care and maintenance of equipment including reporting faults.
- The efficient use of services including gas, electricity and water
- Oral communication with catering staff ensuring tasks are carried out to the highest standards
- Liaising with Head Teacher on issues relating to the standards of service in school
- Promotion of the catering service in school to increase uptake by participation in promotional activities

<ul style="list-style-type: none"> • Working with children and young people, parents and school staff to encourage good dietary habits
<ul style="list-style-type: none"> • Management of catering staff
<ul style="list-style-type: none"> • Assess standards of service and assist with the training and development of staff in the kitchen when necessary • Attend training courses and meetings as required • Appraise staff
<ul style="list-style-type: none"> • Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> ○ The Food Safety Management System ○ The Kitchen Manual ○ The COSHH Manual ○ The Risk Assessment Manual ○ The Induction and recruitment Manual
<ul style="list-style-type: none"> • Complete all required weekly / termly paperwork accurately and timely
<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedures.</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment.
<ul style="list-style-type: none"> • Ensure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
<ul style="list-style-type: none"> • Level 2 Food Safety is preferred • NVQ Level 1 & 2 in Catering • Basic Food Hygiene needs to be maintained