



Post:	COOK
Reporting to:	Cafeteria Manager
Hours:	<p>The normal hours of work will be 28 per week: Monday, Tuesday and Thursday 7:45 am – 2:45 pm (30 minute break) and, Wednesday and Friday 8:45 am – 1:15 pm (15 minute break)</p> <p>Additional ad-hoc afternoon/evening overtime will be required.</p> <p><i>The hours of the post may change to suit the timetable needs of the school. It is essential that the successful candidate is aware of this and can be flexible in relation to this.</i></p>
Hourly Rate:	NJC Scale Points 3–4 (£12,1126 - £12,3134 per hour)

JOB PURPOSE

- To assist the Canteen Manager in all activities concerned with the preparation and cooking of meals.
- Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the canteen. Duties and Responsibilities

Main Duties and Responsibilities

- Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate)
- To assist with:
 - a) Record keeping
 - b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - c) The direction and/or shared supervision of other employees.
- To undertake operational control of service points including transported meals.
- Associated administrative duties as required which may include assistance with:
 - a) The planning of meals.
 - b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - c) General kitchen management in the absence of the Senior/Unit Catering Supervisor.
 - d) Shared supervision of other employees.
 - e) Training of staff.
 - f) Cash handling duties where appropriate.
- General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
- Assist in the promotion of the service to parents, principals and customers to increase the uptake.
- Securing of premises as required.
- Duties as delegated in connection with service provision.

General Conditions

- All duties must be carried out to comply with:
 - a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - b) Codes of Practice.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- All necessary administration must be completed as required.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

This job may be altered from time to time in line with the developing needs of the College, It is acknowledged that the contents of this generic job description are not subject to appeal.

Job Specification

Post: Cook

The following **Essential Criteria** will initially be measured at the shortlisting stage, and may also be further explored during the interview/selection stage.

You should therefore make it clear on your application form how, and to what extent, you meet these criteria.

Failure to do so may result in your not being shortlisted.

Method of Assessment: (A) Application Form (I) Interview (R) Reference

ESSENTIAL CRITERIA:

Qualifications and Experience

- 1) NVQ Level 2 in Food preparation and cooking/Hygiene Certificate or City & Guilds 706-1 & 706-2 or equivalent or higher relevant qualification* (A) **OR**
- 2) Two years' experience of food preparation and cooking within a catering establishment producing nutritionally balanced meals. (A)

*Higher qualification is defined as Level 3 or Level 4

- 3) Ability to communicate effectively with others as part of a team and with customers. (I) (R)
- 4) Excellent interpersonal and team working skills. (I) (R)
- 5) Excellent organisational and planning skills and the ability to work under pressure to meet deadlines. (I)
- 6) Motivation towards providing excellent food and customer service. (I)

DESIRABLE CRITERIA:

Qualifications and Experience

- 1) Hold a bakery qualification; **AND/OR** (A)
- 2) Hold an Intermediate Hygiene Certificate; **AND/OR** (A)
- 3) Have experience in kitchen organisation and staff supervision. (A)