



Post:	SENIOR COOK
Reporting to:	Catering Manager and Support Services Manager
Responsible for:	Shared Supervision of staff
Hours:	Monday to Friday 28 hours per week (Hours of work and breaks to be agreed with Catering Manager) Additional ad-hoc afternoon/evening work will be required to meet the needs of the College.
Salary:	NJC Points 11 to 14 — £14.99–£15.74 per hour
Contract Type:	Permanent/Term Time with retainer fee paid during school holidays

JOB PURPOSE

This is a Senior post and the postholder will collaborate with the Catering Manager in all activities concerned with the planning, preparation, cooking and management of the provision of exceptionally high-quality food choices for students, staff and visitors.

The postholder will manage the tasks of the Cook and Catering Assistants when they are working in the kitchen and will use their experience to train and encourage other staff to improve their skills.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales in the unit.

MAIN DUTIES & RESPONSIBILITIES

- Team Leadership within the kitchen with responsibility for supervising, training, and mentoring the Cook and Catering Assistants, ensuring efficient workflow in the kitchen and the highest standards of food preparation and presentation.
- Oversee daily food production in the kitchen, ensuring consistency, quality and timely delivery of dishes.
- Develop and innovate menu items in collaboration with the Catering Manager incorporating seasonal ingredients and culinary trends.
- Train and mentor junior kitchen staff, fostering a positive team environment centred on continuous improvement.
- Managing stock levels, minimising waste and supporting the Catering Manager with controlling costs.
- Quality and safety control, ensuring compliance with food safety and hygiene standards, allergen control and HACCP regulations.
- 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:
 - Record Keeping.
 - Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - The direction and/or shared supervision of all employees.
- To undertake operational control of service points including transported meals.
- Associated administrative duties as required which may include assistance with:
 - The planning of meals.
 - Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - General kitchen management in the absence of the Catering Manager.
 - Shared supervision of other employees.
 - Training of staff.
 - 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.
- All duties must be carried out to comply with:
 - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
 - Codes of Practice
- All duties will be carried out in working conditions normally inherent in the particular job.
- All necessary administration must be completed as required.
- Duties will be carried out for all jobs up to and including those in the same grade, providing such duties are within the competence of the employee.
- Promote and adhere to the Values/ethos of the College.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the postholder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

***This job may be altered from time to time in line with the developing needs of the College.
Criteria for this post may be enhanced to facilitate shortlisting.***

Job Specification

Post: Senior Cook

ESSENTIAL CRITERIA

The following are essential criteria which will initially be measured at the shortlisting stage, and which 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 you not being shortlisted.

SECTION 1	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Experience	NVQ Level 2 in Food Preparation and Cooking/Hygiene Certificate OR A minimum of two years' experience of food preparation and cooking within a catering establishment	Shortlisting by Application Form

SECTION 2	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Skills/ Abilities	Ability to communicate and engage effectively with others as part of a team and with customers Excellent interpersonal and team-working skills Effective organisational and planning skills and the ability to work under pressure to meet deadlines Motivation towards providing excellent food and customer service	Interview
Other	Willingness to undertake job related training	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the College ethos and values.	Interview

DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

FACTOR	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Experience	Previous experience of working in the role of a Chef/Cook for a minimum of two years. Demonstrable experience of menu creativity and planning.	Shortlisting by Application Form
Knowledge	Knowledge of health and safety and hygiene procedures in a catering environment.	Interview

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the College will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at NI Direct or the Department of Justice.

Hazelwood Integrated College is an Equal Opportunities Employer.



HAZELWOOD
INTEGRATED COLLEGE

Principal: Alix Jackson, BSc (Hons), PGCE, DIS, PGDH

70 Whitewell Road
NEWTOWNABBEY
BT36 7ES

tel: 028 9077 4202
fax: 028 9077 7989

email: info@hazelwood.belfast.ni.sch.uk
web: www.hazelwoodcollege.co.uk