RAWLINS: COOK JOB DESCRIPTION

# Job title Cook

# Responsible to Catering Manager

# Salary Grade 7, Point 16 (actual salary £15,757)

# Contract Permanent

37 hours per week, 39 weeks per year

7.00 am to 3.00 pm Monday to Wednesday

7.15 am to 3.00 pm Thursday and Friday

**Job Purpose**

Under the direction of the Catering Manager, to plan, prepare and direct other staff in the preparation of all meals in a very busy and popular catering facility. To include hospitality catering and special dietary needs.

**Key Responsibilities**

* To assist with the preparation and cooking of food as required, including events, hospitality catering and special dietary needs
* To organise the efficient running of the school’s catering facility in the absence of the Catering Manager
* To assist the Catering Manager will the preparation of menus
* To assist the Catering Manager with ordering goods and sourcing of suppliers
* In conjunction with the Catering Manager, assist in the planning and implementation of the provision of food which meets the academy’s nutritional guidelines
* To assist with the provision of a quality service to contract specification to include participation in a rota system to cover all serving points within the academy
* To provide catering for academy and community functions during some evenings and weekends, including bar work
* To undertake clearing and cleaning of premises, plant and equipment
* Assist with promoting the service both within the academy and to potential community hirers
* Report the breakdown of equipment and structural repairs, including Food Safety hazards, break-ins and accidents
* To attend training sessions as specified
* To undertake all specified duties in compliance with relevant food safety and health and safety legislation
* To take all reasonable precautions and to exercise all due diligence to avoid breaches of legislation
* To undertake the basic food hygiene certificate if applicable, and to undertake first aid and other training as required

# General responsibilities

* To participate in staff training days and other training opportunities in disaggregated time, as required
* To participate in other continuing professional development opportunities, as required or agreed
* To participate in the college programme of performance management
* To comply with all financial, safety, data protection, IT software licensing, child protection and equal

opportunities requirements and any other relevant guidelines

* To uphold and promote the Rawlins Way
* *We respect and care for each other*
* *We work hard to learn and to achieve*
* *We face challenges positively together*
* To undertake any other duties, commensurate with the grade and skills of the post, as directed by The Principal

***The academy is committed to safeguarding and promoting the welfare of the young people and expects all staff and volunteers to share this commitment.***

***This post is subject to an Enhanced Disclosure and Barring Service check***

September 2017