

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Cook (Desserts and Cakes)

**MEMBER OF STAFF:** Vacancy

**GRADE:** 4

**RESPONSIBLE FOR:** Catering Assistants (in the absence of the Catering Manager/Assistant Catering Manager)

**RESPONSIBLE TO:** Catering Manager/Assistant Catering Manager

**OVERALL RESPONSIBILITY:**

To work as part of a team to provide a comprehensive catering service for students and staff (approximately 1300 customers each day) whilst adhering to hygiene, health and safety regulations.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Prepare, cook and present food for meal service as prescribed in the menus. This will include baking cakes, biscuits and hot and cold puddings.
2. Assist with checking and storing deliveries.
3. Ensure cleaning rotas are completed each week.
4. Assist the Assistant Catering Manager in ensuring fridges and pantries are locked and food is put away correctly at the end of each day.
5. Assist with the induction and training of new staff, including apprentices.
6. Supervise staff in the absence of the Catering Manager/Assistant Catering Manager.
7. Assist with practical tasks when required, including the completion of environmental health records.
8. Report faults in equipment and services and request any necessary maintenance.
9. Prepare the dining area, including the erection and dismantling of dining furniture.
10. Load service counters and ensure sufficient supplies throughout the service period.
11. Operate the tills during service times and complete all necessary sales controls and documentation for each service.
12. Wash crockery, cutlery and serving dishes and launder kitchen towels.
13. Maintain high standards in the hygiene of food preparation, storage and sale of food and comply with Food Hygiene Regulations at all times.
14. Report to the Catering Manager any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities.
15. Provide high levels of customer service, reporting any customer feedback to the Catering Manager.
16. Prepare for and assist at any special functions which may occur outside normal working hours i.e., Parents' Evenings, Speech Night, open evenings etc.
17. Assist the department to continue to develop the catering service and the catering approach to Healthy Eating.
18. Attend team meetings as may be necessary.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working in a professional catering environment | Essential |
| Large-scale food production | Essential |
| Working in a team | Essential |
| Supervising other staff | Desirable |
| Working in a school catering environment | Desirable |
| Receiving and storing food deliveries | Desirable |
| **Qualifications:** |
| Level 2 Food Hygiene Certificate \* | Essential |
| Vocational Qualification e.g. NVQ 2 | Desirable |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |

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| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Food production techniques | Essential |
| Health and Safety practices in kitchens | Essential |
| Food hygiene principles | Essential |
| Awareness of current nutritional requirements and healthy eating initiatives | Desirable |
| **Skills:** |
| Cooking/baking skills | Essential |
| Customer care | Essential |
| Ability to work flexibly  | Essential |
| Ability to take responsibility in the absence of supervisors | Essential |
| Ability to undertake tasks with minimum supervision once instructions given | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training*\*It will be necessary to undertake training to achieve these qualifications once in post if not already held.* | Essential |
| High standards of personal hygiene | Essential |
| Ability to carry out manual handling tasks | Desirable |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References