Academies Enterprise Trust

**Job Description**

**Job Title:** Deputy Cook

**Location:** Percy Shurmer Academy, Balsall Heath Birmingham

**Hours of work:** 25 hours a week (8:30am – 1:30pm or 9am – 2pm)

**Reports to:** Chef Manager/Head of School

**Purpose of the Role:**

To support the Catering Supervisor and to deputise in their absence with the organisation, supervision and provision of a quality catering service for the school

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

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| * To assist with the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained |
| * To assist with the planning, operation and control of the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis |
| * To assist with devising menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate and in accordance with the current Nutritional Standards |
| * To assist with the ordering of all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget. |
| * To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records |
| * To support the Catering Supervisor in their role as health and safety co-ordinator within the school kitchen, ensuring the correct completion and submission of all appropriate returns and records |
| * To support the Catering Supervisor in their role as health and safety coordinator within the school kitchen, ensuring the recognised health and safety procedures and practices are adhered to by all catering staff working within the school kitchens |
| * To ensure and adjust in conjunction with the Catering Supervisor, the levels of staffing within the school catering team so as to ensure an efficient catering service which fulfils the School’s catering requirements. To participate in the selection, appointment and induction of new catering staff as authorised. |
| * To implement the agreed cash handling and accounting procedures with regard to receipt of payments for food and drinks from pupils and visitors to the School and ensure such procedures are adhered to by all catering staff |
| * To organise, control and assist with school catering functions at the direction of the Headteacher. To supply information for appropriate invoices to be raised in respect of catering functions and services made available to users of the school’s premises and facilities * To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. Academy (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection, Environmental Health inspections) * To maintain confidentiality of information acquired in the course of undertaking duties for the school * To operate basic range of ICT software Word, Internet etc * Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. * To ensure all tasks are carried out with due regard to Health and Safety * To undertake appropriate professional development including adhering to the principle of performance management. * To adhere to the ethos of the school   + To promote the agreed vision and aims of the school   + To set an example of personal integrity and professionalism   + Attendance at appropriate staff meetings and parents evenings * Any other duties as commensurate within the grade in order to ensure the smooth running of the school |

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**.**

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Deputy Cook**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * NVQ qualification * Level 2 Food Safety |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * In-depth knowledge of large scale catering. * Experience of leading a team * Experience of delivering high quality catering |  |
| **Skills** | Abilities | * Able to cook to a high standard * Good oral communication skills. * Good interpersonal skills. * Able to work as part of a team. * Ability to receive instruction. * Able to work under pressure. * Develop good appropriate relationships with children and staff. | |
| **Personal Characteristics** | Behaviours | * Flexible approach in a changing environment. * Good awareness of food safety and health and safety. * Awareness of the need to personally work safely. * Tidy appearance. * Committed to improving the provision and the environment for children and staff * Willingness to undertake appropriate training |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |