

Job Description & Person Specification



Job Title:	Mobile Cook
Reports to:	Catering Operations Manager
Line Management of:	
Salary Grade:	
Hours:	32.5 hours per week (term-time only)

Core Purpose

Must be flexible to cover any short term or long term sickness at schools within the trust. To be able to prepare & cook the daily food requirements in accordance with the daily menu and the standards set for the school & comply with the National Food School plan. To actively work with the catering team to ensure the service provided meets the required level of standard, and achieves a consistent high standard of food hygiene. Ensure that the food cooked is fresh, interesting and seasonal in its content and is fully committed to helping provide a nutritious healthy balanced diet that is suitable for the age range being served.

Key Responsibilities

- To provide food and beverages as per daily menu to the highest standard for the school in line with the menu requirements
- Provide any hospitality service if required by the School, for both internal and external customers, with flexibility in the shifts worked to cover all requirements of the hospitality services required
- To assist with the service of the food during the lunch time period ensuring the correct level of portion control is maintained
- To maintain a high standard of performance, including attitude, appearance & hygiene
- To ensure that the appropriate levels of cleanliness, food hygiene and health and safety are met at all times
- To ensure all HACCP documentation is completed daily & recorded in line with Food Hygiene Regulations
- To ensure that all kitchen areas are kept clean throughout the day
- To promote a positive, friendly atmosphere within the refectory area, offering a welcome to all students, staff and visitors.
- Assisting in making sure stock holding in the kitchen is kept to a minimum and is rotated, to assist with the monthly stock take where required
- Ensure all staff working in the kitchen use a safe operation of all catering equipment, and to ensure it is maintained in a clean and operational condition, liaising with the Catering Operations Manager for repairs and maintenance requests.
- Assist with the promotion and maintenance of good working relationships with all customers, students and staff, to ensure the quality and adequacy of the service is maintained within the Schools established policies.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promoting the importance and benefits of effective team working.
- Ensuring all accidents are recorded and reported immediately to the Catering Operations Manager and the appropriate documentation is completed;

- Ensure that all staff working in the kitchen adopts a 'clean as you go' system as per the agreed cleaning schedule.
- Inform the Catering Operations Manager of any comments received from customers.
- To identify areas where training could enhance the running of the kitchen.

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Trust.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

Trust Responsibilities

In addition to the specific responsibilities of this post, every member of staff within the Trust will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust/Academy
- Working to maintain the Trust & Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust & Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with the Trust & Academy approval.

Key Criteria	Essential Specific Criteria	Desirable Specific Criteria
Knowledge and Understanding	<ul style="list-style-type: none"> • A good understanding of the nutritional value of food • A good understanding of the workings of the catering equipment designed for catering within the schools within the Trust • A good understanding of the maintenance related to catering equipment • Knowledge of catering for a captive clientele to ensure a variety of meals that retains the enthusiasm and desire for healthy eating 	<ul style="list-style-type: none"> • Dietary and allergy knowledge/experience • Proven track record in providing first class customer care
Experience	<ul style="list-style-type: none"> • Experience of working in a kitchen/refectory environment • Experience of working 	<ul style="list-style-type: none"> • Experience in working with children and young people • Experience of high quality volume catering delivered to tight schedules
Skills	<ul style="list-style-type: none"> • Good culinary skills gained in a variety of ways • Ability to work as part of a team • Ability to carry out a range of preventative maintenance tasks • Ability to communicate well with others (colleagues/students/suppliers) • Strong literacy and numeracy skills • Ability to work with children and young people, staff, parents and other adults 	
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ Level 2 in Food Preparation and Production or City and guilds 706/1&2 or equivalent <p>Good general education with</p>	
Personal Attributes	<ul style="list-style-type: none"> • Encourages ideas, initiative and innovation in others, keeping the food offer fresh and interesting • Cheerful and friendly disposition • Quality and standards driven • Demonstrates a positive attitude and commitment to equality • Highly motivated showing resilience, stamina and reliability under pressure • Must be able to drive & have access to own vehicle • Ability to relate well to children and young people and members of the community • Willingness and adaptability in tackling the variety of tasks arising in an Academy environment 	