



JOB DESCRIPTION

COOK

CATERING DEPARTMENT

MAIN PURPOSE OF JOB:

To assist in the preparation, cooking and service of food throughout the Foundation and to maintain a high standard of Hygiene and Health and Safety in all working areas.

MAIN DUTIES:

- Food Preparation
 - To prepare, cook and present food to be ready and available at service times, to the Foundations' standard
 - To accurately take and record food and equipment temperatures
 - To assist with production levels and minimise waste
 - To adhere to the school and Food Information Regulations 2014/2021 allergen procedures
- Stock Control
 - To check deliveries for quality, quantity and temperatures and record high risk items
 - To store food items after deliveries in designated place
 - To assist in menu planning, food ordering, stock taking and food waste
 - Check stock when it arrives to ensure its content matches allergen sheet
 - Control all goods arriving and store correctly in rotation and maintaining stock levels
- Service
 - To serve well presented, healthy food to pupils, staff and visitors of the Foundation in the dining room or around the Foundation
 - To promote good, pleasant customer relations in a professional manner
 - Present & display the allergen sheets, menus and allergen counter labels as necessary for the menu
- Hygiene
 - To maintain high levels of food and kitchen hygiene to the Foundation standard
 - To maintain high levels of personal hygiene to the Foundation standard
 - Disposing of waste food and rubbish in the correct manner
 - To clean any areas of kitchen/dining room as instructed
 - To carry out hand and dishwashing duties as required
 - To clean large equipment as required by the cleaning schedules and record as completed
- Health and Safety
 - To work in accordance with information and training provided at all times
 - Not to undertake any task for which authorisation and/or training has not been given
 - To report any defects in structure or equipment, to your line manager
 - To report any accidents/sickness to your line manager and record attendance on the attendance sheet
- To undertake any legal training that may be required, food hygiene for example, and other suitable training required for the job or personal development
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any other reasonable duties requested by the Line Manager – this could include working in another part of the Foundation or outside the normal daily routine within the scope of the position, product development for example.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
City and Guilds 706/1 and 2 or equivalent relevant qualification.	D	Application Form, Interview
S/NVQ Level 2 in Food Preparation and Cooking or equivalent relevant qualification	D	Application Form, Interview
Level 2 Food Hygiene Certificate (training can be provided if required)	E	Application Form, Interview
Intermediate Food Hygiene Certificate	D	Application Form, Interview
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working in a busy Catering Department	D	Application Form, Interview, Reference
Experience in managing Health and Safety issues.	D	Application Form, Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Be able to communicate at all levels	E	Interview & Reference
Methodical and organised approach to work	E	Interview & Reference
Ability to work unsupervised and able to work on own initiative.	E	Interview & Reference
The ability to produce nutritious, economical and well-presented meals.	E	Interview & Reference

Able to work calmly under pressure	E	Interview & Reference
Able to work within a team, and the ability to form good relationships with other staff.	E	Interview & Reference
Conscientious and hardworking	E	Interview & Reference
Smart and tidy personal appearance.	E	Interview & Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview & Reference



TERMS AND CONDITIONS

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SALARY

The salary will be based on point 06 on the Bolton School Support Staff Salary Scale, which is £24,325 per annum. Pro-rata this equates to £15,209.45 per annum.

HOURS OF WORK

30 hours per week, between Monday and Friday, during term time. The times of attendance will be either 7.30am until 2.00pm, 8.00am until 2.30pm or 8.30am until 3.00pm, with 30 minute unpaid lunch break each day. Term time is classed as 175 days (which includes INSET days. You will be required to work 35 weeks but paid for 40.1 weeks which includes holiday pay).

Due to the number of events held after school and at weekends, the successful candidates will also be expected to work 3 or 4 events, during a 6 month period, for either BSS Events or School events. It also is a requirement of the post, that should the role holder be required to, they will work School Open Day, Prizegiving and School Reunion Day, taking place annually.

HOLIDAY

20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays. All holidays to be taken out of term-time at times specified by the Manager. Pro-rata for part time employees of the School.

LINE MANAGEMENT

Catering Manager / Catering Coordinator

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Training and development opportunities will be offered.
- Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.

- Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.
- Life Assurance cover up until the age of 65.
- Warm and friendly community.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.