



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 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
- 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

- 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.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



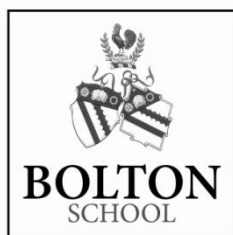
PERSON SPECIFICATION

COOK

CATERING DEPARTMENT

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	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 SKILLS AND ATTRIBUTES	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
Caring and kind especially in relation to children	E	Interview & Reference



TERMS AND CONDITIONS

COOK

CATERING DEPARTMENT

SALARY

The salary will be based on point 12 on the Bolton School Support Staff Salary Scale, which is £17,173 per annum, pro-rata equating to £10,737.59 per annum.

HOURS OF WORK

30 hours per week, between Monday and Friday, term-time only. The normal hours of work will be 8.15am until 2.45pm or 8.30am until 3.00pm with a 30 minute unpaid lunch break per day. Term-time work will be 175 working days per academic year.

HOLIDAY

20 days' annual holiday. All holidays to be taken out of term-time at times specified by the Manager.

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 9%. 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 3% of "qualifying earnings" and the School will contribute 2%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the 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.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.

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.