

JOB DESCRIPTION

SCHOOL: Bishop Hogarth Catholic Education Trust

POST TITLE: Trust Relief Cook

BAND: 4 (SCP 6)

REPORTS TO: Trust Catering Manager

MAIN PURPOSE: To provide additional support in any of the Trust's catering departments as and when required. Working to the direct instruction of the Cook/Catering Manager/Trust Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

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TASKS:

- Assist the Chef Manager in the day to day running of the catering unit
- Assist the Chef Manager and Trust Catering Manager to review daily, weekly and annual trading records as required in line with audit procedures
- To deputise for the Chef Manager when they are absent from any of our schools
- Assist with staff training when appropriate
- To update and maintain daily monitoring records as required by environmental health including updating of temperature charts fridges, freezers and store/cold rooms, routine probe tests for hot and cold foods and food sampling as appropriate
- Prepare and cook meals following school policy, health and safety legislation and national nutritional guidance relating to healthy eating and portion control
- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Setting out meal trays, cutlery, tables and chairs and other equipment
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays
- Assist with food deliveries, storage and management of food and stocks as required
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

- Working with the Trust Catering Manger to complete administration tasks relating to the provision of Trust wide Catering Services including but not limited to: Menu planning, preparing allergen records, reconciling financial reports
- Undertake staff training in conjunction with the Trust Catering Manager
- Shadowing of Chef Managers across the Trust to understand how to manage a school kitchen
- Any other duties of a similar nature related to this post that may be required from time to time

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

POST TITLE: Trust Relief Cook

GRADE: BAND: 4 (SCP 6)

		Essential			Desirable	Stage Identified
QUALIFICATIONS/ TRAINING:	E1	Level 2 Food Hygiene Certificate	AF, C			
	E2	Experience of working in a school kitchen	AF, R			
	E3	Full, clean driving licence	AF, C			
EXPERIENCE:	E4	Experience of working as part of a team	R	D1	Previous catering experience	AF, I, R
SKILLS/ KNOWLEDGE:	E5	The operation of catering equipment/machinery	AF	D2	Knowledge of COSHH and Health and Safety regulations	AF, I
	E6	The ability to communicate with children and adults	I, R			
	E7	A knowledge of catering practices	I			
	E8	The ability to work to deadlines	I			
	E9	Be able to use own initiative and work as part of a team	AF			
	E10	Willingness to participate in training and development opportunities	AF			

PERSONAL ATTRIBUTES:	E11	Pleasant and friendly manner	I, R			
	E12	Reliable	R			
	E13	A high level of personal cleanliness and appearance	I			
	E14	A commitment to working as part of the whole school team and supporting the vision and aims of the Trust and schools.	AF, I			
Special Requirements	E15	Motivation to work with children	AF, I, D			
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	R, I, D			
	E17	Suitability to work with children	D			
	E18	Be able to conduct a conversation and answer questions, for an extended period of time where necessary	I			
	E19	Access to suitable reliable transport to enable work at any Trust school	AF, I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references