

## Cook

### Job Description

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<b>Post title</b>	<b>Cook</b>
<b>Reports to</b>	<b>Catering Supervisor</b>
<b>Location of the post</b>	<b>HCAT School</b>
<b>Grade</b>	<b>4</b>

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#### Main Purpose of the Post

The core focus of this job is delivering an efficient catering service, operating the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation and service, and other kitchen management duties, including the supervision of staff, ordering food, stocktaking and administration, serving meals to children and staff, washing up and cleaning the dining room.

#### Main Duties and Responsibilities

1. Preparation, cooking and service of appetising and nutritious food and beverages.
2. Cleaning of the kitchen, dining room and associated areas, as required. Refilling sauces, condiments and other consumables.
3. Preparation of the dining room for service.
4. Resolve problems that arise, e.g., with supplies, staff and pupil requirement.
5. Communicate with children and young people at service times, to ascertain their needs and support them in developing good dietary habits.
6. Promoting the Catering service to parents and pupils by taking part in activities designed to increase meal uptake.
7. Communicating with catering staff in school to ensure work is carried out to the highest standards, and ensuring potential hazards are identified and reported appropriately.
8. Deal with issues relating to the standard of service within the school setting.
9. Manage and direct other catering staff in carrying out their duties, ensuring they are fully trained to carry out their duties.
10. Undertake duties associated with the financial management of the catering operation, including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records. To order goods and materials and receive and store in good order.
11. Stock control.
12. To ensure the careful use and maintenance of equipment and to report faults in a timely manner.
13. To carry out all work in accordance with relevant policies, procedures and regulations. COSH etc.
14. To complete all required weekly/termly paperwork returns accurately and timely.

15. Plan balanced, multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, costs and budgets.
16. The post holder will be expected to provide catering and hospitality for school events, which may be outside of the normal working day. They will be expected, where applicable, to lead their team in these instances as and when required.

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools' overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

#### Responsibility

- 1. Responsibility for Staff:** Management of a team
- 2. Responsibility for Customers/Clients:** Working with students, teachers and parents.  
Any other schools across the trust
- 3. Responsibility for Budgets:**
- 4. Responsibility for Physical Resources:**  
Ensure efficient use and maintenance of equipment including reporting of faults.  
The efficient use of services including gas, electricity and water

Stock control, ordering, receiving and storing. Minimising waste.

Contacts and Reason for the Contact:

**Within Service Area/Section:** Students, teachers/other colleagues and parents.

**With Any Other HCAT Areas:** Engage with cooks across the Trust.

**With External Bodies to HCAT:** Liaison with LA e.g Environmental Health / Hull City Council Catering

Risks to health

Physical risks – Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g., heat, noise & smells. However, protective clothing will be provided e.g., apron

Working conditions - low risk.

Emotional Demands - not applicable.

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Level 2 Award in Food Safety in Catering	AF	Level 3 Award in Food Safety in Catering	AF
	Level 2 Numeracy and Literacy or equivalent	AF	First aid qualification or willingness to complete first aid training	AF/I
	Food hygiene certificate	AF	Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City & Guilds 706/1/2 or equivalent	AF
	Willingness to undertake training relevant to the post	I	Qualification in nutrition/healthy eating	AF
			Health & Safety Qualification	AF
EXPERIENCE	Experience of working in catering establishments including the cooking and service of food	AF	Experience of working in catering within a school	AF
	Experience of menu planning and costings	AF	Experience of managing budgets	AF
	Experience of managing/leading a team	AF		

<p>KNOWLEDGE</p>	<p>Knowledge of current guidance and legislation with respect to food hygiene and food safety</p> <p>Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices</p> <p>The knowledge and understanding of good cookery and correct working practices in a kitchen environment</p> <p>Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food</p>	<p>AF, I</p> <p>AF, I,</p> <p>AF, I</p> <p>AF, I</p>	<p>Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards)</p> <p>Knowledge of the work of the School Food Trust</p>	<p>AF, I</p> <p>I</p>
<p>SKILLS</p>	<p>Excellent cookery skills</p> <p>Ability to maintain a high level of food hygiene, food safety and health and safety standards</p> <p>Good communication skills and teamwork with school colleagues, other practitioners and professionals</p> <p>Stock management skills</p> <p>Ability to motivate staff</p> <p>Creativity</p> <p>Customer care skills</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I, R</p>	<p>Promotion skills to encourage the uptake of healthy school meals</p>	<p>I, R</p>
<p>PERSONAL QUALITIES</p>	<p>Ability to work under pressure and meet deadlines</p>	<p>R</p>		

	The ability to prioritise and manage time effectively	R		
	Reliable & dependable	R		
OTHER REQUIREMENTS	Commitment to equal opportunities	I, R		
	Committed to continued personal/professional development.	I, R		
	Flexibility	I, R		

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references