

Job Description

PURPOSE OF THE POST

To prepare and deliver high-quality, nutritious lunchtime meals for students, and staff, ensuring compliance with healthy eating standards while maintaining cost efficiency. The role also involves developing a diverse and appealing menu that reflects the cultural backgrounds of the student population and enhances the overall catering service.

DUTIES AND RESPONSIBILITIES

Food Preparation & Service

- Prepare and serve a variety of fresh, healthy meals in line with dietary and nutritional guidelines.
- Develop menu options that are diverse, inclusive, and appealing to students and staff.
- Maintain high standards in food presentation and dining area displays.

Stock Control & Cost Management

- Order, manage, and monitor stock levels effectively.
- Carry out regular stocktaking and report discrepancies.
- Minimise waste of food, materials, and energy to ensure cost efficiency.
- Ensure correct storage and rotation of food supplies.

Health, Safety & Compliance

- Follow all food safety regulations and hygiene standards.
- Ensure safe use, maintenance, and cleanliness of all catering equipment.
- Comply with school policies, health and safety requirements, and food safety procedures.
- Maintain excellent personal hygiene and professional appearance.

Administration & Service Development

- Assist with menu planning in collaboration with the Catering Manager.
- Promote and develop the catering service to maximise uptake and income.

- Support improvements to the food service by introducing fresh and innovative options.

Teamwork & Professional Conduct

- Work collaboratively with colleagues, management, and external partners (e.g. Aspens).
- Demonstrate a positive, professional attitude towards work, customers, and team members.
- Take responsibility for assigned tasks and ensure they meet agreed standards.
- Contribute to the school's ethos and values.

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

SAFEGUARDING

- This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.
- All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.
- Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

Cook – Elms Bank College Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Level 2 Food Hygiene Certificate • Experience of working within a catering environment • Experience of working within a school environment 		<ul style="list-style-type: none"> • Experience of working in a SEND environment
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Knowledge of current food hygiene legislation • Knowledge of national nutritional food standards • General catering & customer skills • Ability to work under pressure • Ability to work as part of a team or on one's own initiative • Ability to prioritise workloads and meet deadlines (D) • Ability to positively motivate staff • Ability to work without close supervision 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Effective interpersonal and verbal communication skills • Good organisation skills • Effective communication skills (E) 		