Job Description	
Post:	**Cook**
Pay Scale:	**Grade 3 (SCP 5-6)**
Responsible to:	**Headteacher**
Main Location:	**School based**

Main Duties

- Preparation and cooking of food and beverages in accordance with menus.
- Ensure food hygiene and health and safety regulations are always adhered to.
- Assisting in the organisation of the on-site meal service or transported meals
- General kitchen and dining room duties (i.e. washing up, setting up and clearing away equipment and tables).
- Cleaning of the kitchen, its surrounds and equipment.
- Practicing and encouraging good housekeeping with energy conservation and equipment.
- To ensure COSHH regulations are always followed.
- To ensure that HACCP regulations are always followed.
- Simple clerical duties as directed by Line Manager (temperature recording, signing cleaning sheets, counting plates and trays etc).
- To follow instruction from Line Manager.
- Maximising good customer relations with colleagues and clients.
- Carry out any other reasonable duties within the overall function of the job.
- To work in accordance with Financial Regulations and procedures of the school.
- To assist with the achievement of financial targets (i.e. portion control).
- The efficient and effective use of stores' materials and other supplies as directed by the Line Manager.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities
• Attend and participate in staff meetings, training, and briefings as appropriate. • Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection. • Contribute to the overall ethos, work, and aims of the Trust. • Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies. *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.* *It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.* *The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
Willingness to achieve Foundation Certificate in Food Hygiene within 3 months of starting job	Essential	A/I
Willingness to undertake Level 2 NVQ in a relevant discipline	Essential	A/I
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/I
Knowledge & Experience		
Knowledge of food storage	Essential	A/I
Knowledge of why it is important to work within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen	Essential	A/I
Be able to demonstrate why good customer care skills are important	Essential	A/I
Experience of working as part of a team	Essential	A/I/R
Technical Skills & Ability		
The ability to undertake light/moderate lifting i.e. food deliveries, dining room duties	Essential	A/I
Demonstrate knowledge of personal hygiene	Essential	A/I
Knowledge of basic recipes and cooking methods	Essential	A/I
Willingness to wear protective clothing	Essential	A/I
Special working conditions		
Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment	Essential	A/I
Personal characteristics		
Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food reps	Essential	A/I/R
Be able to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food reps	Essential	A/I/R

Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R