# PASTRY COOK
## *Job Description*

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| **Job Title:** | Pastry Cook |
| **Contract Information:** | Term time only<br>Permanent<br>Monday to Friday 06:40am - 14:20pm, 37 hours per week (30 minutes un-paid lunch) |
| **Responsible to:** | Catering Manager |
| **Terms & Conditions:** | NJC Support Terms and Conditions |
| **Salary Range:** | Grade 2 SCP 3-4 FTE Salary £25,614 - £26,016 per annum<br>Actual salary pro-rata £21,712 - £22,053 per annum |

**Background & Vision:**

Our vision for 'world class' education is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

**Values:**

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

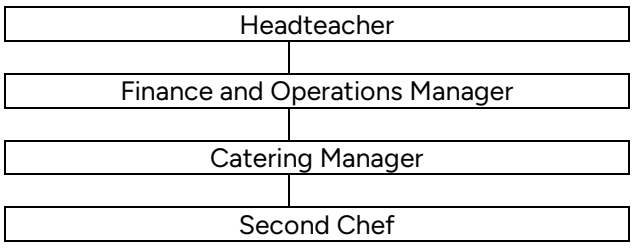
In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our pupils, as their success is our success.

**Purpose of the Job:**

To assist the Second Chef to continue to raise the standards of the catering provision at Hollingworth Academy, this will include:

- To prepare, cook, present and serve a variety of food to high standards according to pupils and staff needs.
- To prepare high-quality food for corporate events and meetings as required.

**Organisational Chart**



**Control of Resources**

Personnel: **None**
Financial: **None**

**Health & Safety:**

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

**Training and Development:**

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

**Equipment/Materials:**

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.

**Relationships (internal and external):**

**Internal:**
1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Pupils.

**External:**
1. Parents/Carers.
2. Visitors and stakeholders.

**Key Duties and Responsibilities:**

1. To prepare, bake and decorate pastry items to a professional standard.
2. To work on other sections of the kitchen when called upon.
3. To develop the skills of catering assistants in the pastry section, including, serving, decorating and portion control.
4. To introduce new recipes to the pastry section.
5. To ensure items within the post holders, section have clear recipe instruction to check against allergen information.
6. To help with the buffet provision, ensuring that a quality service is provided to both internal and external customers.
7. To have a working knowledge of COSHH practices and regulations and for the importance for hygiene, temperature control and cleanliness.
8. To have a working knowledge of Risk Assessments
9. To always ensure safe operation of kitchen equipment.
10. To work as part of the catering team as a keen player and to also work independently with minimum supervision.
11. To work flexibly and undertake, when required, other duties associated with supporting the needs of the department and academy.
12. To maintain good communication between all members of the catering team.
13. To be responsible for own health and safety and that of pupils and visitors to the school.

**General Responsibilities:**

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.

- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the academy.**

**Information for all applicants / postholders:**

***Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***

***The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***

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| Signed | *Postholder* | Date |
| Signed | *Line Manager* | Date |