

Pioneer Educational Trust – Job description

Job title	Cook
Pay and conditions	Salary Range: Grade 3, point 14 - 18 Term time (38 weeks) plus 10 days 40 hours per week 7:00am to 3pm Mon – Fri (30 minute unpaid lunch break included)
Line Managed By	Head Chef
Primary Location	Upton Court Grammar School
Notice Period	8 weeks

JOB PURPOSE

- Assist and support the Executive Chef/ Head Chef in the provision of an efficient and effective catering service in accordance with Healthy Eating, DFE guidance and standards set by the Trust
- Prepare, cook and serve healthy and high quality meals to meet the specifications as defined by the Trust; including meeting the meal requirements of the staff and students and any special, emergency and function catering
- Meet all statutory requirements for Ofsted and Local Authority Hygiene inspections
- Promote and participate in an alert and positive approach to Health and Safety in the delivery of all the School's catering operation
- Contribute to the overall ethos, work and aims of the Trust

MAIN DUTIES AND RESPONSIBILITIES:

Catering Provision

- Assist in developing and maintaining a friendly and helpful atmosphere and deal with any complaints in a professional manner
- Assist in menu and recipe development
- Under the direction of the Executive Chef, provide cover at any Trust catering site when required
- Assist the Executive Chef/ Head Chef in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements
- Prepare, cook, present and serve healthy and high quality meals
- Ensure that food is correctly disposed of according to hygiene and Health & Safety regulations
- Assist in the ordering of all commodities, checking and putting away of deliveries
- Ensure that all food delivered is handled and stored correctly including the rotation of stock
- Maintain a high standard of personal and kitchen hygiene
- Report any faults with equipment and appliances to the Executive Chef/ Head Chef
- Ensure that vending machines are maintained and filled as required
- Assist in organising, preparing and carrying out special catering function work as required
- Clean the kitchen, surrounding catering areas and equipment to ensure the catering facilities are maintained to a high level including general washing up and clearing away
- Assist in the deep cleaning of the kitchen as required
- Work with the school and provide assistance for any school food related projects as required e.g. liaison with the student council on food related issues

Personnel

- Establish and maintain good relationships with all staff, students, visitors, suppliers and contractors
- Assist in the maintenance of attendance and training records for catering staff

Administrative / Financial

- Assist in the financial procedures and activities of the catering service
- Complete administrative duties to the required level of accuracy including returns and reports
- Assist in stock take procedures as required
- Input and extract information from the school's catering database system

Health & Safety

- Comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety
- Safely operate kitchen equipment at all times
- Report any identified fault of kitchen equipment or appliances immediately on detection to the Executive Chef/ Head Chef
- Maintain a clean and hazard free working area and adhere to cleaning rotas
- Report any accidents and incidents to the Executive Chef/ Head Chef
- Assist in the security of the catering area at all times
- Maintain high standards of cleanliness, personal hygiene and appearance

General

- Keep up to date with catering, food hygiene and Health & Safety developments and regulations
- Assist the Executive Chef/ Head Chef in conducting regular audits of the catering provision and practice to inform the Catering Strategic Plan
- Contribute towards the school and/or Trust achieving and maintaining any food awards, including assisting in the collation and presenting of any evidence
- Attend relevant meetings and training sessions
- Provide an effective first aid service when required to staff, students and school visitors to the School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

Physical Effort

- Continuous lifting throughout the shift, stacking foodstuffs at higher and lower levels, pushing heavy trolleys, lifting large cooking utensils, moving heavy kitchen equipment and lifting/moving tables and chairs.

Working Environment

- Frequent exposure to unpleasantly high temperatures and steam. Contact with hot substances, ovens and hot plates. Use of dangerous equipment e.g. gravity feed slicers. Exposure to periodic loud noise from dishwashers and other kitchen equipment.

SAFEGUARDING

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community to support the ethos and encourage students and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue personal development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.