



We're looking for a
Cook
to join our team!

Cook
Required March 2020
SCP 7 – 11 £19,554 – £21,166 FTE
37 hours per week Term Time Only + 5 days

The North East Learning Trust are seeking to appoint a Cook at Diamond Hall Junior Academy. We are looking for a suitably qualified and experienced member of staff to manage our kitchen.

The successful candidate will:

- Have recent relevant catering experience within a busy school kitchen
- Take the lead in preparing and cooking multiple choice meals for a diverse customer base
- Have up to date knowledge of stock control, goods ordering and operation and special diets.
- Have food hygiene qualifications
- Have energy, enthusiasm and initiative and excellent communication skills
- Be proactive, diligent and flexible.
- Have the ability to use a computer to assist you in managing your role

Deadline: Noon on Monday 10th February 2020

Shortlisting will take place 10th February 2020 with interviews taking place Thursday 13th February 2020

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to faye.chase@nelt.co.uk.

Job description

Post title:

Cook

Responsible to:

Administrative Services Manager

Job purpose:

- To manage the catering function and catering team at Diamond Hall Junior Academy ensuring all students receive a healthy and nutritious menu, compliant to the government School Food Standards.
- To provide additional hospitality where needed to school based events and training.

Duties and responsibilities:

- To prepare, cook and serve food to meet the specifications as defined by the school, to include meeting the meal requirements of the students', staff and where necessary supply function or event catering; with limited notice
- Prepare meals using fresh seasonal ingredients.
- To manage the provision of food for complex dietary requirements including allergies as detailed in the Consumers Regulation (EU FIR) 2014
- To assist in creating rolling menus that reflect the school's commitment to the Healthy Schools initiative, whilst adhering to school food standards.
- Order appropriate catering provisions in a timely manner, whilst controlling the budget and compiling daily/weekly trading records, for inspection by the school.
- Ensure that all service staff have full knowledge of dishes regarding ingredients, cooking methods and correct portion sizes.
- Ensure the delivery, storage, and management of food/stocks in line with food hygiene regulations.
- Monitor, organise and maintain appropriate stock control levels in all areas including records of monthly stocktaking.
- Continually promoting the catering service in order to increase/maintain the uptake of meal numbers. This may include occasional promotional event or themed days.
- Promote effective waste management within the dining room and kitchen.
- To meet all statutory requirements for Ofsted and Local Authority Hygiene inspections
- Ensure timely, constructive and effective communication with the school at all times
- To promote and participate in an alert and positive approach to Health and Safety in the delivery of the school's catering operation.
- Assist with appropriate on-site basic training when required and to ensure staff are motivated and developed to their full potential, including conducting relevant tool box talks as deemed necessary.
- Ensure the Schools Health and Safety policy and all relevant Health and Safety legislation is applied effectively to all activities undertaken by members of the

Catering Team.

- Identify potential risks, reporting these as they occur to the appropriate HS lead.
- To keep abreast of new initiatives, systems and regulations through regular training.
- Supervise and motivate Kitchen Assistants, ensuring that the agreed standards and targets are maintained. Manage, so far as reasonably practicable, the hours worked.
- Supervise and assist with cleaning duties as required and including general washing up and clearing away; keeping robust cleaning records.
- Maintain accurate, robust, and relevant monitoring records (e.g. temperature charts for fridges, freezers, store/cold rooms, routine probe tests for hot/cold foods), as required.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team and wider team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/ training	<ul style="list-style-type: none"> • NVQ Level II Catering • Food Hygiene Level II Qualifications • Awareness of catering related health and safety issues. • Knowledge of the national nutrition guidance relating to healthy eating and portion control. IE the Government School Food Standards • Knowledge of the delivery and provision of food for complex dietary requirements including allergies as detailed in the Consumers Regulation (EU FIR) 2014. • Knowledge of the equipment and/or technologies used within the function complying with Health & Safety guidelines. 	<ul style="list-style-type: none"> • IT Qualification • First Aid certificate • Certificate in Nutrition and special diets
Experience	<ul style="list-style-type: none"> • Prior experience in a catering environment, including staff, budget and stock management • Experience within education sector • Experience of large-scale catering. 	
Aptitude and skills	<ul style="list-style-type: none"> • Knowledge of stock control • Knowledge of goods ordering • Ability to empower and motivate staff. • Ability to work independently 	<ul style="list-style-type: none"> • Ability to work with students on work experience
Personal qualities	<ul style="list-style-type: none"> • Ability to work within a team. • Manage and develop internal/external customer relationships. • Ability to interact with children and adults in a friendly and professional manner. • Ability to multitask • Ability to work quickly and under pressure 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.