



ST LOUIS CATHOLIC ACADEMY, NEWMARKET

JOB DESCRIPTION AND PERSON SPECIFICATION

SCHOOL COOK

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| Place of work : | St Louis Catholic Academy, Fordham Road, Newmarket |
| Hours: | 25 hrs per week 8.30am to 1.30pm Monday to Friday Term Time Only – 38 weeks |
| Term: | Permanent |
| Salary: | Grade: 3 Point 6 |
| Responsible to: | Headteacher |
| Job Purpose: | To be responsible for helping to deliver a quality school catering service. |

MAIN DUTIES AND RESPONSIBILITIES

Role Specific Responsibilities

1. developing a fresh, healthy menu in consultation with parents and children and utilising the kitchen garden which the school has created;
2. serving freshly prepared meals according to a set menu which changes termly and sourcing local produce where possible;
3. cleaning and sanitising the kitchen area and equipment;
4. ordering food supplies and managing the inventory;
5. training on our systems and procedures;
6. performing deep cleaning tasks as required;
7. providing supervision to the small catering team;
8. monitoring, alongside the team, the quality of food produced within the kitchen and to work with SLT to ensure that any issues are dealt with immediately and robustly; and
9. ensuring compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations, HACCP and risk management practices.

Operational

1. Line management of the small catering team.
2. To ensure that any special dietary requirements for Academy staff and students are catered for.
3. To ensure procedures and controls are in place for regular stock control checks.
4. To order the correct levels of stock, ensuring minimum stock wastage and maximum stock turnover.

5. To check deliveries for both quantity and quality.
6. To help develop the skills of the catering team.
7. To maintain stocks of cleaning materials.

Communication

To promote school catering at parent events.

Continuing Professional Development

To undertake ongoing personal professional development.

Generic Requirements

All staff are expected to ensure the safeguarding of children by the implementation of Child Protection and other safeguarding policies.

All staff are expected to uphold all personnel related policies.

PERSON SPECIFICATION

| Attributes | Essential | Preferred |
|-----------------------------------|--|---|
| Education/Qualifications | <p>Food hygiene training for supervisors.</p> <p>HACCP trained.</p> | <p>NVQ Level 2 in Cooking or equivalent qualification.</p> <p>Level 2 Health & Safety in the Workplace or equivalent qualification.</p> |
| Experience | <p>Experience as a chef in a school setting or equivalent.</p> | |
| Skills/Knowledge/Aptitude | <p>Excellent communication and interpersonal skills.</p> <p>A high standard of hygiene and cleanliness.</p> <p>A positive attitude and a willingness to learn.</p> <p>Supportive towards developing the team.</p> <p>Commitment to Healthy Schools.</p> <p>Supportive of the Catholic Faith of our School.</p> <p>Willingness to learn new skills.</p> | |
| Physical | <p>Must be able to demonstrate an awareness of safe working practices within the working environment.</p> <p>Ability to undertake all the physical aspects of the post.</p> | |
| Other | <p>Willingness to wear personal protective equipment as supplied.</p> | |
| Work Related Circumstances | <p>This Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> | |