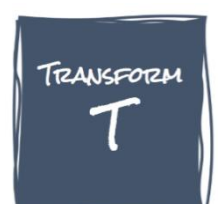




Newquay Tretherras Cook

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post:	You will provide key support in the preparation, cooking and serving of food and beverages plus related catering duties such as maintaining excellent levels of cleanliness and adhering to all food safety and hygiene practices. You will have the responsibility of a designated section within the kitchen to include management of the relevant chefs and GCatering Assistants, the preparation and cooking of the food within your section and all related operation for this area. You will also be the friendly face of the kitchen team, serving students and ensuring the smooth running of food service times. You will also support the external catering activities/functions.
Reporting to:	Catering Manager, Deputy Headteachers, Headteacher
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade E
Hours:	25 hours per week, term time plus 5 additional days (39 working weeks / 44.652 paid weeks)

Main Purpose of Job:

To organise, supervise and provide a quality catering service for the school.

Main Duties and Responsibilities

- ❖ To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
- ❖ To plan, operate and control the production and service of food related duties within a designated section and to assist in other areas where necessary. To devise set programmes of work for yourself and to supervise the work of catering staff on a daily basis.
- ❖ To assist and lead in the creation of daily specials and menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate.
- ❖ To act as relief chef in head chefs absence. To be versatile and confident in your ability, being able to step in and take on new kitchen sections and learn new skills.

- ❖ To support the team by working efficiently and bringing knowledge, enthusiasm and skill to your role.
- ❖ Remaining upbeat and positive in a fast paced and sometimes challenging environment.
- ❖ To take responsibility for the standard of cleanliness, safety and hygiene of the premises and equipment and operate within the guidelines of the Health and Safety and Hygiene Regulations.
- ❖ To plan for the order of all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school with guidance from the Catering Manager.
- ❖ To operate and control food stocks to including maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records.
- ❖ Co-coordinating deliveries, stock rotation and stock take.
- ❖ To assist with School catering functions at the direction of the Catering Manager. To arrange for appropriate information and paperwork to be made available to the Catering office on a regular basis.
- ❖ To undertake other duties appropriate to the grading of the post as required.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Previous experience of working in catering, cooking, food preparation in a busy commercial environment for a minimum of 3 years. • Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field. 	<ul style="list-style-type: none"> • Food Safety certificate • NVQ level 2 in Catering or related field. 	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> • Previous experience of catering, cooking, food preparation in a busy commercial environment. • Good communication skills, both written and verbal. • A willingness to take action and to make decisions independently. • A desire to understand how things work and to seek out opportunities to learn and grow. • Ability to adapt easily to different situations. • Demonstrate a willingness to learn. • Organisational skills. • Self-motivated. • Enjoys working with children/young people. • Ability to work on own initiative and as part of a team. • Flexible approach to working. 	<ul style="list-style-type: none"> • Menu creation and planning 	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Basic food hygiene and safety certificate and knowledge of food hygiene procedures. • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 		Application Form/ Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – to lead by example and achieve shared goals 		Application Form/ Interview

	<ul style="list-style-type: none">• Transformation – ability to recognise a need for change and adapt accordingly		
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CORNWALL EDUCATION LEARNING TRUST

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