



# Job Description

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**Job Title:** Cook

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**Location:** Esteem Valley Academy

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## Job Description

<b>Job Title</b>	Cook (2 positions available)
<b>Location:</b>	Esteem Valley Academy (one position at our Bennerley site, Ilkeston and one position at our Sawley site, Long Eaton)
<b>Hours per week:</b>	15 hours per week (3 hours per day) 10am-1pm
<b>Weeks worked per year:</b>	Term time only
<b>Reporting to:</b>	Operations Manager/Executive Business Manager
<b>Salary Scale:</b>	Grade 5 (Points 4-5) £8,780.16 - £9,119.80 per annum

### Main purpose of Role

- The Cook plays a vital role in supporting the daily operations of the school. This includes the preparation, cooking, and serving of meals under the guidance of the Operations team. The role involves setting up and maintaining the dining area, ensuring food is served efficiently, and upholding high standards of cleanliness and hygiene.

### Principal Accountabilities:

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To take charge of preparation of cooking and serving food for up to 50 pupils daily.</li> <li>Support the development of the on-site menu.</li> <li>To serve food appropriately, replenishing as necessary, under the support of the Operations team.</li> <li>To prepare the service area and other equipment for the efficient and effective service of student meals.</li> <li>Clean all kitchen areas daily according to routine cleaning schedules.</li> <li>Dishwashing, including cleaning, utensils, plates, glasses, serving containers, and other kitchen equipment.</li> <li>Support “deep cleaning” activities on designated Training Days as required.</li> <li>To adhere to Health &amp; Safety, COSHH and Food Hygiene Regulation standards at all times.</li> <li>To report any equipment defects or issues with the premises to the Site Manager, ensuring compliance with safety and hygiene regulations.</li> <li>To immediately report accidents, fire hazards, theft, damage, unfit food, or other irregularities and take appropriate action if necessary.</li> <li>Participate in regular training sessions, both on-site and off-site, to maintain up-to-date knowledge and skills.</li> <li>To carry out any additional related tasks as directed to ensure that the kitchen and dining areas are clean, hygienic and efficient.</li> <li>To undertake other duties as required to support the overall smooth operation of the food service.</li> </ul>
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<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. 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

The MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Understanding of health &amp; safety regulations and best practices within a kitchen environment</li> <li>Excellent organisational skills</li> <li>Ability to manage multiple tasks and respond to emergencies effectively</li> </ul>	<ul style="list-style-type: none"> <li>Relevant certifications in food hygiene</li> </ul>
<b>Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Have effective oral and written communication skills</li> <li>Ability to work as part of a team and alone</li> <li>Excellent time management skills</li> <li>Dedicated and pro-active</li> <li>Ability to meet the physical requirements of the role</li> <li>Able to work on own initiative and be self-motivated</li> <li>Commitment to equality, diversity and inclusion principles</li> <li>Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge and understanding of the welfare and social needs of pupils during lunch times</li> <li>Awareness of behaviour support</li> <li>Has a good record of attendance and reliability</li> <li>Ability to relate to children and young people in a supportive and sensitive manner</li> </ul>

**Signed:**

**Date:**