



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



**COOK
PRIMARY SCHOOL**

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Cook – Primary School

Reporting to: Headteacher and Business Manager

Job Purpose: To be responsible for all catering activities in school, ensuring that all obligations are met, guidelines followed and meeting quality standards.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. To provide food and beverages in school as required, which includes:

- Control of portion sizes in accordance with specifications.
- Ensure menus are adhered to.
- Control and recording of production of foods.
- Control and recording of waste food.
- Control and recording of temperatures in relation to food hygiene legislation.
- To organise and supervise food service arrangements.

JOB DESCRIPTION

2. Responsible for the day to day running of the kitchen including:

- Undertake food costing exercises in line with the Trust policy and available resources.
- Use of catering procurement systems for ordering, stock reporting, waste reporting and financial management.
- Complete daily and weekly trading records as required in line with financial and audit practices.
- General inspection of equipment and tools used by the Catering staff (including vending machines, dishwashers, meat cutters, cookers, extraction systems etc.) and arrange for general service maintenance checks to be undertaken when required and make arrangements when necessary to repair faults.

3. Supervise and manage all school catering staff including the management of their induction, training, development and performance as required. This may also include:

- Checking of Catering employees time-sheets and submitting salary paperwork to relevant school officer.
 - Monitoring work rotas to ensure an efficient service is available.
 - Report staff absence to the relevant school officer.
 - Carry out performance reviews of the catering team.
4. Ensure that daily monitoring records are updated in line with Environmental Health procedures including updating temperature charts for fridges, freezers and cold rooms, routine probe tests for hot and cold foods and food sampling where appropriate.
 5. Conduct Health and Safety risk assessments in relation to chef management and take remedial action where and when required to ensure kitchen and surrounding area is safe and secure.
 6. Promote and market the school meals service to clients, school visitors, student, school staff and the community as a whole.
 7. Prepare menus in line with Trust policy, health and safety legislation and national nutrition guidance relating and healthy eating and portion control. This may include the organisation of healthy eating campaigns in schools
 8. Ensure that food deliveries, storage and management of food and stocks is maintained in line with Health and Safety and hygiene regulations.

JOB DESCRIPTION

9. Report all accidents as necessary to the appropriate person.
10. Support the Trust by working in other schools as required.
11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
12. Any other duties of a similar nature related to the post which may be required from time to time.
13. To carry out your duties with full regard to the Trust Equality Policy.
14. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
15. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	E1	Food Hygiene cert Level 2 or above	AF, C
	E2	NVQ Level 1 or 2 in food preparation/cooking or equivalent	AF, C
EXPERIENCE & KNOWLEDGE	E3	Recent and relevant catering experience	AF, R
	E4	Staff supervision	AF, R
	E5	Cooking for similar numbers	AF, R
	E6	Menu planning and ordering provisions within budget allocation	AF, R
	E7	Experience of working as part of a team	AF, R
SKILLS	E8	The operation of catering equipment/machinery	AF, I
	E9	The ability to communicate with children and adults	I, R
	E10	Good record keeping and administrative skills	I, R
	E11	An extensive knowledge of catering practices	I
	E12	Knowledge of COSHH and Health & Safety regulations	AF, I, C
	E13	The ability to work to deadlines	I, R
	E14	Be able to use own initiative and work as part of a team	I, R
	E15	Knowledge of children's dietary requirements and healthy eating	I, R
	E16	Be able to motivate and supervise staff	I, R
	E17	Ability to work unsupervised and to produce healthy, nutritious meals	I, R
SPECIAL REQUIREMENTS	E18	Pleasant and friendly manner	I, R
	E19	Reliable	R
	E20	A high level of personal cleanliness and appearance	I, R
	E21	Flexibility	I
	E22	Professional approach	I, R
	E23	Self motivated	I, R
	E24	A commitment to working apart of the whole school team and supporting the vision and aims of the school	I, R
	E25	An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	I, R

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	D1	NVQ Level 3 in supervisory management or equivalent	AF, C
EXPERIENCE & KNOWLEDGE	D2	Experience of catering for school children	AF, R
	D3	Experience of catering for special diets	AF, R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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