



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



ASSISTANT COOK

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Assistant Cook

Reporting to: Catering Manager

Job Purpose: To work under the direct instruction of the Catering Manager, in the absence of the Catering Manager to be responsible for all catering activities in the unit, ensuring that all contractual obligations are met, guidelines followed and that the school receives agreed quality standards. To work within the Catering Team, supervising catering staff and ensuring compliance with all Food Safety and Health & Safety legislation. To ensure that problems are resolved or referred to an appropriate level.

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.

JOB DESCRIPTION

Main Duties:

- To assist the Catering Manager in the provision of food and beverages.
- To assist in menu planning and ordering in accordance with guidelines.
- To assist in the control of portion sizes in accordance with specifications.
- To assist in the control and recording of food production.
- To assist in the control and recording of food waste.
- To assist in the control and recording of temperatures in relation to hygiene regulations.
- To assist the Catering Manager with the organisation of food service arrangements.
- To count and record stock as required.
- To attend meetings and training events as required.
- To assist in recording all aspects of Health & Safety and hygiene as required by the school.
- To carry out clerical tasks, e.g. ordering supplies and equipment, timesheets, completion of relevant forms, and record keeping.
- To assist in the storage, monitoring, and recording of all food and equipment in the school as required.
- To ensure that all operations are carried out in accordance with relevant Health & Safety legislation.
- To report maintenance requirements for both equipment and premises to the Catering Manager.
- To carry out food preparation, cooking, and washing-up duties as directed by the Catering Manager.
- To clean light and heavy kitchen equipment, dining areas, and furniture.
- To follow instructions to comply with all COSHH and Health & Safety guidelines.
- In the absence of the Catering Manager and/or any other assistant cooks, to undertake all cook duties.
- To follow personal cleanliness and hygiene guidelines and regulations.
- To serve meals while strictly adhering to hygiene regulations.

JOB DESCRIPTION

- To take reasonable care of personal Health & Safety and cooperate with management, as necessary, to ensure compliance with the school's Health & Safety rules and legislative requirements.
- To assist in the training and development of staff and undertake any personal training required to meet the duties of the post.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Food Hygiene Certificate	AF, I
	E2	Willingness to participate in training and development opportunities	AF, I, R
EXPERIENCE	E3	Recent catering experience	AF, I, R
	E4	Recent cooking experience	AF, I, R
	E5	Experience of working as part of a team	AF, I, R
SKILLS/ KNOWLEDGE	E6	The operation of catering equipment/machinery	AF, I
	E7	The ability to communicate with children and adults	AF, I, R
	E8	Record keeping and basic administrative skills	AF, I
	E9	A knowledge of basic catering practices	AF, I
	E10	Knowledge of COSHH and Health & Safety regulations	AF, I
	E11	The ability to work to deadlines	AF, I, R
	E12	Be able to use own initiative and work as part of a team	AF, I, R
	E13	Knowledge of children's dietary requirements and healthy eating	AF, I
PERSONAL ATTRIBUTES	E14	Friendly and approachable manner	I, R
	E15	A high level of personal cleanliness and appearance	I, R
	E16	Flexibility	I, R
	E17	A commitment to working as part of the whole school team and supporting the vision and aims of the school	I, R

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	NVQ level 1 or 2 in Food Preparation/Cooking or equivalent	AF, I
EXPERIENCE	D2	Experience of catering for school children	AF, I, R

Key – Stage identified	
AF	Application Form
I	Interview
R	References





BISHOP HOGARTH

We are
BISHOP HOGARTH
Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**