

Job Title: Cook Supervisor

Person Specification: Essential Criteria (E) Desirable (D)

	Job Requirements
Education and qualification	<ul style="list-style-type: none"> • HND/OND, NVQ Level 3 or equivalent in Hotel and Catering or substantial experience of catering for large numbers from freshly prepared ingredients e.g. educational environment, Hotel or banqueting (E) • Intermediate/Advanced Food Hygiene Certificate HACCP/Health & Safety Certificate (D) • First Aid Certificate – Training can be arranged as required (D)
Knowledge and experience	<ul style="list-style-type: none"> • Experience catering in large organisation. (E) • Knowledge of specific Health and Safety functions associated with catering (E) • Knowledge of the 'National Nutritional Standards for School Lunches' (D) • Ability to market and present food related displays and signage in an exciting and appealing manner to internal stakeholders. (D) • Knowledge of special dietary requirements (E) • Experience of working to a budget and to control spending, stock control and administration (E)
Skills and abilities	<ul style="list-style-type: none"> • Able to take initiative, lead, motivate, inspire and support others to achieve excellence. (E) • Ability to prioritise and manage own workload and that of the team. (E) • Effective budgetary skills. (D) • Ability and skills to deliver a commercially viable catering operation. (E) • Skills in menu planning and promoting attractive and healthy food. (D) • Good IT skills and good numeracy and literacy skills. (E) • Excellent interpersonal and customer care skills. (E) • Ability to organise work processes to deliver on time and to agreed quality standards. (E) • Ability to lead and manage a large team of staff. (E) • Assist in the training and coaching of staff. (D) • Able to undertake performance management of staff. (D) • Able to demonstrate a commitment to own professional development and to participate in the school's performance management arrangements. (E)
Special Requirements	<ul style="list-style-type: none"> • Experience of working within an environment of children and young people. (D) • Ability and willingness to work flexible hours within the school calendar. (D) • Commitment to equal opportunities and valuing diversity. (E) • High expectation of attendance over the last 2 years. (E) • An Enhanced BDS Check. (E)