



Manor Wood
Primary

Job Description – Cook In Charge

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Manor Wood Primary School Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title:

Cook in Charge

Salary:

NJC point 4 – 6. £25,185 pa - £25,989 FTE dependent upon experience

Working hours:

30 or 37 hours per week, all year round

Post(s) to which directly accountable:

0 – 11 Manager, 0-11 Business Manager, Headteacher.

Purpose of post:

To manage effective delivery of the catering service for Baby Nest, 2-year-old nursery, Before and After School and holiday club

Responsibilities

- To plan, prepare and cook a variety of meals to meet the dietary needs and nutritional targets set by the Government's School Food Trust for all school children. To plan and deliver a healthy and varied menu complying with the requirements of the Early Years framework.
- To develop additional dishes to complement existing menus.
- To work consistently with the 0 – 11 Managers and their pupils and children to regularly increase uptake of their meals.
- To respect and maintain the highest standards of food preparation in line with the standards of food quality and service using appropriate equipment in keeping with the Environmental Health requirements. To make meal times a pleasing and pleasant experience for all children.

- To follow a cleaning schedule which ensures a high standard of cleanliness complying with Health & Safety procedures, Food Safety Act (1990) and Food Safety (General Food Hygiene) Regulations 1995.
- To liaise with senior managers to review menus, meal costs, and other associated food hygiene related matters.
- To be responsible for maintaining safety standards within the kitchen area. To be responsible for stock control using a minimum of once weekly stock checks and to ensure that food stock is not wasted. To vary menus to ensure all stocks are used rather than being wasted.
- To be responsible for kitchen equipment, tools and materials.
- To be responsible for ordering/purchasing food supplies and essential equipment to maintain standards of service.
- To maintain daily written records relating to storage temperatures of food products. To maintain all documents and records as determined by the Food Standards Agency.
- To maintain appropriate financial records and to keep within budgets.
- To provide catering for special occasions such as guests, taster sessions or visitors in addition to routine daily cooking requirements.
- To maintain equal opportunities and promote non-discriminatory practice in all work aspects.
- To follow all appropriate policies operative across the Manor Wood setting.
- To comply with all Food Hygiene requirements and attend relevant training to remain compliant.
- Any other duties commensurate with the post as directed by the Head Teacher.

Relationships

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, line managers and internal and external customers.

Physical Conditions

This post is currently based at Manor Wood Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Manor Wood Primary School is a single storey building and is accessible to disabled persons.

This post is subject to an enhanced Disclosure and Barring Service check.

Economic Conditions

Nature of Appointment: Permanent appointment, with initial 6-month probationary period.

Grade: National Joint Council pay scale Point 4 – 6 (depending on experience), all year round working.

Annual Leave: 26 days plus bank holidays (increasing by 5 days after 5 years service).

Hours: 30 or 37 hour per week Monday to Friday – combination of hours to be agreed.

Conditions of Service: National Joint Council conditions apply.

Prospects

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Manor Wood Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications

Please see employee specification below.

Employee Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
The ability to cost out meals and devise appropriate menu plans			A / I
Able to work as part of a team.			A / I
Able to liaise with senior managers to determine menus, orders and other catering related queries			A / I
Ability to work well under pressure			A / I
Able to relate well to children and young people			A / I
Able to produce documentation to support the catering provision.			A / I
Submit returns as appropriate to the designated professional bodies			A / I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Food Hygiene Level 3			A / I
Basic First Aid Awareness qualification/training			A / I
Knowledge of appropriate food storage, and kitchen procedures			A
Knowledge of Health & Safety			A
Knowledge of electrical kitchen equipment, safety procedures and servicing intervals			

EXPERIENCE	Essential	Desirable	MOA
Working in a busy kitchen/catering environment			A / I
Supervising other staff			A / I
Delivering training			A / I
Experience of being part of a food hygiene inspection			A / I
Experience of ordering stock, reducing waste and producing cost effective meal solutions			A / I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by the Owlcotes Multi-Academy Trust and Manor Wood Primary School's policies and procedures in the duties of the post and as an employee of the Trust			I
Will carry out all duties having regard to an employee's responsibility under the Owlcotes Multi-Academy Trust and Manor Wood Primary School's Health and Safety Policies			I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			I
Ability to respect sensitive and confidential work			I
Commitment to own personal development and learning			I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**