

JOB DESCRIPTION

TITLE: Cook

POST NO:

DEPARTMENT: Beechwood Primary School

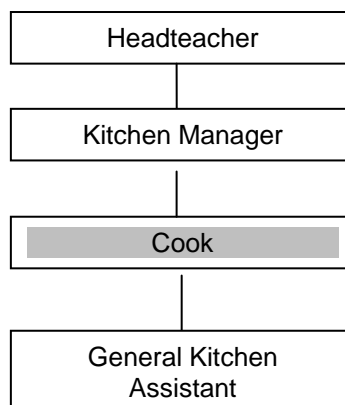
RESPONSIBLE TO: Kitchen Manager

GRADE: L2

PURPOSE OF POST:

To use professional catering skills and support the Kitchen Manager in the overall management of the kitchen and staff in accordance with and to the standard required by LBC Catering Services policies and procedures, meeting the requirements of the School Food Plan, Health and Safety, and Food Hygiene legislation and best practice in accordance with the SLA/Contract with the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:	%
1. Assist the kitchen manager in providing catering services including preparation, cooking, serving and cleaning. Deliver other catering services and special functions as required, in order to maximise income and customer satisfaction.	50
2. Assist with the setting up of the service counter, serve customers, supervise self-service of food, providing replenishments as necessary, and clearing and cleaning of same.	15
3. Assist in the clearing, cleaning and washing-up within the kitchen, including "in-depth" cleaning on cleaning days, using any specialised products, equipment and methods authorised.	10
4. Follow the correct Council procedure in relation to registering pupils and staff using a cashless system during service periods	5
5. Assist with the setting up of the dining furniture and preparation of the room for dining, clearing, cleaning and dismantling same.	5
6. Assist the kitchen manager in organising kitchen staff to ensure all tasks are efficiently completed according to rotas, ensure correct work practices and methods are used by all kitchen staff to produce high quality food service and comply with Food Safety and Health and safety legislation. To carry out training of staff as required. It will be necessary to manage the kitchen for the longer term absence of the Kitchen Manager.	5
7. Assist the Kitchen Manager with the daily clerical duties within the kitchen, e.g. receipt of goods, stock taking, Food Safety records and financial records; being responsible in their absence for completing all relevant book work including cashless system reports.	5

DIMENSIONS:

Supervisory Management: Assist the Kitchen Manager in the supervision of 1-8 General Kitchen Assistants and in his/her absence be responsible for their direction when required

Financial Resources: None

Physical Resources: In the absence of the Kitchen Manager be responsible for the condition and security of heavy and light kitchen equipment, food stocks and other materials stores, dining room furniture and equipment and cash tills. Also the monitoring of the kitchen premises maintenance, in respect of health and safety and food hygiene.

Other: The number of meals prepared daily will vary between 200 and 800 on an average of 190 days per annum, in 1-2 kitchens and dining rooms. Menus are set and will consist, 3 choice main course and sweets. The cook should be prepared to contribute substantially to the provision of other catering services which may be required at their individual school. For example, breakfast, mid morning snacks, staff room trolley service, milk/drinks sales and vending services. Special function catering when required.

CONTEXT:

LBC Catering Services provides catering services to school pupils and staff which requires efficient adherence to timetables, budget targets and kitchen teams which work efficiently and cohesively together. It is expected that the Cook will play an active role in supplying these services.

Where required, the Cook will assist in the provision of ethnic minority cuisine, which is prepared, cooked and served according to the appropriate religious or cultural methods.

It is expected that the Cook will work together with the school in meeting seasonal or curriculum requirements for catering, e.g. packed lunches for school days out. A positive attitude to supporting school events such as open days, sports days, money raising functions is advantageous.

Physical Effort and/or Strain

The cook post will require a degree of physical effort at frequent intervals during the working day. Lifting e.g. cases of food stock, industrial size cooking containers, approx. 15% of working time. Bending e.g. removing containers from ovens, hotcupboards, leaning over service counters, approx. 20% of working time. Moving furniture in the dining room/s, approx. 10% of working time.

Working Environment

At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather, generally 30% of working time.

Criminal Records Disclosure

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

Cook

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in large scale catering, with knowledge of food preparation, cooking and service	1, 2	Experience in customer care Experience in School Catering	1, 2 1, 2
Skills/Abilities	Ability to communicate with and supervise staff Able to work effectively as part of a team Demonstrable high level of cookery skills Ability to work co-operatively to meet service demands	1, 2 1, 2 1, 2 1, 2	Ability to perform administrative tasks Knowledge of modern administrative methods and IT	1, 2 1, 2
Equality Issues	Able to identify some types of discrimination that commonly exist	1, 2		
Specialist Knowledge	Basic knowledge of food and personal hygiene, kitchen health and safety legislation	1, 2	Basic knowledge of the principles of nutrition	1, 2
Education and Training	NVQ Level 2 Award Food Safety in Catering or working towards level 2 or have relevant experience	1, 2, 4	Have a desire to progress a career in kitchen management City & Guilds 706/1, 706/2 NVQ level 1, 2, 3, or equivalent in food related subject	1, 2 1, 2, 4
Other Requirements	Able to perform physical tasks on a frequent basis, e.g. lifting catering equipment, up to 20 kg	1, 2	Able to communicate with children	1, 2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)