



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of

**Cook Supervisor**

**Woodseats Primary**

## **Cook Supervisor**

The Trustees of Steel City Schools Partnership are looking to recruit a permanent Grade 4, Cook Supervisor as soon as possible to complement the catering team currently in place. The working pattern will be 30hrs / 39 weeks (Monday – Friday, 7.30am – 2.00pm). Salary information: £26,403 – £28,598 pro rata, actual starting salary £18,414.

The focus of the role is to coordinate the work of a team of staff in the provision of a cost-effective school meals catering service. You will have line management responsibility for the catering team.

### **Relevant Experience and / or Qualifications:**

- Experience of working in large scale catering
- Minimum 2 years cooking experience
- Level 2 Food Hygiene Certificate
- Level 2 NVQ Food Prep & Cooking (or equivalent)

The successful applicant must have the ability to work as an effective team member, be well organised, and have the ability to communicate with children and adults in a constructive and effective way. Flexibility in working with all age groups, and the ability to form excellent working relationships with pupils and staff is essential.

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.**

### **Application Information:**

For further information please contact  
Gary Leesley, Partnership Catering Manager on 0114 3210058 or glesley@scsp.org.uk

## COOK SUPERVISOR JOB DESCRIPTION

RESPONSIBLE TO	Partnership Catering Manager
RESPONSIBLE FOR	On site catering staff
HOURS	30 hours per week / 39 weeks per year
SALARY	Grade 4, £26,403 - £28,598 Actual salary £18,414 - £19,944
PURPOSE OF JOB	To coordinate the work of a team of staff in the provision of a cost-effective school meals catering service.
RELEVANT QUALIFICATIONS	Level 2 Food Hygiene Certificate Level 2 NVQ Food Prep & Cooking (or equivalent)

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Preparation of the daily menu, following approved guidelines to enable the control of food standards within standard recipes and portion control.
2. To oversee and assist in the preparation and cooking of meals adhering to healthy eating policies and food hygiene regulations and to ensure the delivery of such a service through operational control of food service points.
3. To co-ordinate the work of a team of catering staff through work allocation.
4. To undertake clerical duties to support the work of the kitchen typified by:
  - checking and processing order records and other similar documents, following up queries where necessary,
  - checking food stocks and ensuring that levels are maintained as appropriate,
  - maintaining meal records and completing weekly records for the Catering Manager.
5. To ensure that all catering equipment is safely maintained and report any defects to such equipment.
6. To assist with the appraisal of catering staff in relation to training and staff development activities.
7. To assist in the periodic deep cleaning work associated with food areas.
8. To provide a healthy and safe working environment for staff and ensure the adherence to healthy and safe working practices and standards and health and hygiene regulations.

Any other duties and responsibilities appropriate to the grade and role.