



Job Description and Person Specification

Post Title	School Cook
Salary ISR	10-13 £16,863 to £17,391 full time equivalent
Purpose:	Lead a team of Catering Assistants to provide an effective catering service to pupils, staff and visitors to site.
Reporting to:	Catering Manager
Working Time:	32.5 hours per week / 39 weeks per year (term time) + 2 days 6.45 am – 1.45 pm (includes 30 minute unpaid break)
Salary:	£12,687 actual salary per annum including holiday pay
Specific Areas of Responsibility	
Food preparation and cooking of meals:	Prepare the required number of meals following specified menu/special dietary requirements.
Serving and customer liaison:	Serve food following portion control guidelines and special dietary requirements. Receive customer feedback and communicate with the catering staff to ensure accuracy of information as directed by the Catering Manager.
Kitchen cleaning rota and general washing up:	Ensure washing up of all eating utensils and equipment occurs, sterilising where required, following set guidelines. Ensure implementation of cleaning duties following daily and weekly rotas to ensure health and safety and hygiene standards are maintained.
Administration and financial/stock control:	Ensure efficient stock control of foods, cleaning materials and disposables, following established procedures, and communicating any issues to the Catering Manager.
Effective use of resources and people management:	Maximise efficient use of all resources – people, equipment, food and cleaning materials. Assist the Catering Manager in the induction and development of staff. Develop and maintain team work and morale to ensure efficient operation of the kitchen.
Health and Safety	Ensure adherence to health and safety, food safety and hygiene procedures.

Working Conditions – environment and physical effort or strain
<ul style="list-style-type: none"> • Kitchen environment can be very hot, busy and noisy; • Due to nature of operation, postholder is required to work within a confined space which adds to additional pressure on team work requirements. • Requirement to be physically fit to carry out duties of job, as job requires lifting and carrying of heavy cooking equipment. • Continuous standing. • Due to time pressures (10 - 30 minute service period) have to work at a consistently fast pace. • Frequent bending and lifting • Washing up. Industrial height low sinks, slip hazards. • Exposure to noise levels during cooking/service (e.g. Mechanical extraction). • Exposure to heat through ovens/hot cupboards and variations in temperature in summer/winter. • Exposure to chemicals with irritant classification. • Exposure to food products which may be irritants (tomatoes, potatoes, onions, garlic, fruits, lettuce) • Use of knives • Lone working early morning • Temperature variants – kitchens can be hot in summer and cold in winter

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, students and students adhere to school expectations.

Mobility Clause

The role will involve working across the GFM school sites to ensure the needs of the organisation can be adequately met. Therefore as an employee of the GFM you will be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Brune Park Community School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Person Specification Catering Manager	Essential/Desirable
NVQ Level 2 Food Preparation and Cooking, City & Guilds 706/1, 706/2 and 706/3 or equivalent qualification	<i>E</i>
Operational experience of a catering facility, where high standards of food quality, service and attention to detail are paramount	<i>E</i>
Foundation Food Hygiene Certificate or an equivalent qualification and have knowledge of Health & Safety Regulations	<i>E</i>
Excellent communication and interpersonal skills	<i>E</i>
Ability to work in a team and individually	<i>E</i>
Ability to remain calm under pressure and to deal with any confrontational situations appropriately.	<i>E</i>
IT literate and confident in using Microsoft Office, email and able to quickly adapt to the use of the Cashless Operation System and online reporting and maintenance systems.	<i>D</i>
Good written and verbal communication skills and be able to relate well to school staff, parents, students and others	<i>E</i>
Ability to maintain confidentiality	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks