

Job Title	Assistant Cook
Salary Grade & Range:	Grade 4/5 Point range (8-15) (pro rata payment)
Working pattern:	Permanent, Term Time 30 hours pw) Hours are expected to fall on Mon-Fri. 7.30am -2.00 pm to be flexibly deployed to meet needs of the service. Half hour daily break is unpaid.
Responsible to:	Director of Catering & Chef Manager
Responsible for:	Ensuring high standards and delivery for the Catering Department and the smooth, efficient running of the Kitchens, deputising in the absence of the Chef Manager.

The Assistant Cook will play a significant part in the Folio Education Trust Shared Services model, providing an outstanding service to manage the catering facility at Coombe Wood School, which contributes to supporting the education of young people.

You will be expected to assist with the management of all areas of school catering, working in line with the food service and food quality set up by the Director of Catering at Folio Education Trust. The aim is to deliver the standards for both pupils and staff by thinking differently, taking risks and being passionate about food provision, freshness, value for money and current food trends.

This job description is a newly devolved post and is subject to review and amendment through annual negotiation as the role develops in scope.

The Assistant Cook may need to be flexible in delivering and discharging their duties, working across more than one school.

Core Responsibilities

Deputise for the Chef Manager in his/her absence.

To provide the day-to-day management and running of the Catering Department with support from the Chef Manager

To support compliance with all statutory requirements in respect of finance, hygiene, health & safety, school policies, procedures and regulations, and Catering Services Codes of Practice policies and procedures.

Key Duties

Food delivery

- Assisting in menu planning and daily running of the kitchen
- Food preparation as and when required
- Serving at meal times
- Supervising catering staff
- Ensure that high standards of hygiene are adhered to at all times
- Ordering stock when necessary (training provided)
- Stock rotation
- Clearing up kitchen at the end of service
- First Aid
- Develop and demonstrate a level of practical food knowledge that incorporates both contemporary and traditional food.
- To assist in all school events' catering.
- Proactively enhance the reputation of the Catering Department as a key area for all in house food production and service.
- To comply with the school's Health and Safety Policy and all hygiene related guidelines.

Additional Duties

You may be required to cover for sickness or holidays in other trust schools within a reasonable travelling distance to where the Trusts provides catering services, or carry out any other additional duties that the senior management team may reasonably request from time to time.

Health & Safety

- To secure appropriate advice on all catering related Health & Safety matters.
- To secure effective arrangements for the monitoring H&S in catering areas.
- To comply with the requirements of the Health & Safety at Work regulations.
- To take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety guidelines are adhered to.

Effective Day to Day Management

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.

- As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities.
- Promote effective safeguarding and a culture of vigilance where students' welfare is promoted

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct. Working at Coombe Wood, Alignment with our ethos and our core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship is expected at all times.

Other Duties

- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.

Assistant Cook Person Specification

Qualifications	<ul style="list-style-type: none"> ➤ City & Guilds 706 1 & 2 or equivalent ➤ Intermediate Food hygiene & safety (level 3) or equivalent ➤ Health & Safety Certification NEBSM or equivalent
Experiences	<ul style="list-style-type: none"> ➤ At least 2 years' experience of working within a retail environment with some managerial responsibilities. ➤ Experience of retail catering within a Secondary school is an advantage. ➤ Experience of managing and setting catering budgets. ➤ Experience in working with online administration systems including entering sales, purchasing, ordering data
Knowledge and Skills	<ul style="list-style-type: none"> ➤ Sound knowledge of HACCP & COSHH ➤ Knowledge of food intolerances, specific diet regimes and allergies is essential. ➤ Proven experience of catering for large numbers. ➤ Proven track record/experience of working with fresh food. ➤ Knowledge of current food culinary trends. ➤ Grasp of ICT and competent use of IT within the workplace ➤ Financial awareness ➤ The ability to work strategically and to seek and implement creative solutions ➤ The ability and motivation to review and improve practice continuously ➤ Excellent leadership skills and the ability to inspire colleagues, peers and teams ➤ The ability to manage and develop the performance of a diverse range of staff ➤ Highly effective organisational skills ➤ The ability to prioritise workloads and to work to given deadlines ➤ Knowledge of Health and Safety legislation ➤ Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for students
Personal Qualities and Attributes	<ul style="list-style-type: none"> ➤ A real foodie who has exceptional management, craft training, organizational and inter-personal skills. ➤ A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied. ➤ Display a creative and confident approach to his or her cooking. ➤ Energy, drive, commitment and enthusiasm ➤ Highly organised and able to prioritise and be flexible ➤ Earn respect and demonstrate appropriate levels of authority ➤ Strong team player with the ability to work collaboratively to build and lead a team ➤ The capacity to thrive in high pressure, high volume environments, remain calm, and to cope with the unexpected ➤ Reliable, discreet, honest and trustworthy ➤ Good sense of humour ➤ Evidence of a commitment to your own professional development ➤ A commitment to equal opportunities ➤ A commitment to safeguarding and promoting the welfare of children and young people