

Role Specification – School Cook

ROLE

School Cook | 30 hours per week, Monday to Friday, 7am – 1pm | Term Time Only (39 weeks per year) | £17,574.84 gross pa (actual) | Fixed term to 19 July 2024 | Start date: as soon as possible

LINE MANAGEMENT SUPERVISION

To whom: Housekeeping Lead

For whom: Catering Assistants and volunteers allocated to your work area

OVERALL PURPOSE

- To provide nutritious, balanced lunchtime meals to children and young people including those with special dietary requirements.
- To work with the Housekeeper to cater for whole school events such as Open Day, celebration lunches and small groups of visitors who wish to use the School

MAIN DUTIES & RESPONSIBILITIES

- Plan, prepare and cook school meals (including specialist meals as required)
- Work alongside the Housekeeping Lead to:
 - Plan balanced and nutritious meals and menus
 - Plan the day to day activities of the catering team
- Oversee the work of catering assistants in the preparation and delivery of meals
- Maintain a clean, hygienic and safe workspace and ensure all food stuffs are stored and handled in line with Department of Health guidance
- Fully participate in Environmental Health visits and whole School inspections such as Ofsted
- Help the School maintain Healthy School and Fair Trade School status
- Assist with the serving of meals where need be
- Work closely with the Housekeeper to ensure meals are healthy and nutritious in line with School food standards issued by the Department for Education
- To participate in training linked to the provision of nutritious school meals
- Supervise and allocate catering assistant duties
- Assist with the ordering of food stuffs
- Link closely with the Housekeeper to share knowledge and provide continuity in the provision of meals
- Carry out any other duties compatible with the title and pay as discussed and agreed with the Housekeeper

Person Specification

	Essential	Desirable
Physical Requirements	Good attendance record in line with Royal School for the Deaf Derby Absence Monitoring Criteria and satisfactory references A reasonable level of physical fitness	
Education & Training	Good general level of education An appropriate qualification to underpin working as a cook Level 2 Foundation Food Hygiene or willing to start training upon appointment	Level 1 British Sign Language Level 1 qualification in Safeguarding Children Intermediate Food Hygiene Certificate Level 2 Professional Cookery or equivalent
Knowledge	Knowledge of School food standards or be willing to start training upon appointment Knowledge of Safeguarding Vulnerable groups or be willing to start training immediately	
Experience	Experience of working as a cook Experience of working in a busy kitchen environment Experience of planning menus including catering for special dietary requirements	Experience of working in an educational environment Experience of Deaf Community and Culture Experience of managing a small group of catering assistants Experience of managing environmental health inspections
Skills	Excellent organisational skills Good communication in written and spoken English together with a working/some knowledge of different Microsoft Office packages	
Competencies	Ability to work to tight deadlines while maintaining a high quality of service Able to build effective working relationships with both immediate colleagues and line managers Treat all people with dignity and respect and work in an impartial manner	

Respecting the rights, dignity and worth of all young deaf learners, all School staff must treat all deaf learners equally regardless of sex, ethnic origin, religion, political persuasion or ability. **ALL STAFF ARE EXPECTED TO COMPLY WITH THE SCHOOL'S HEALTH & SAFETY, EQUAL OPPORTUNITIES AND CHILD PROTECTION POLICIES, PROCEDURES AND PRACTICE WHEN GOING ABOUT THEIR DAY TO DAY ACTIVITIES**