

# FURNESS ACADEMY

## JOB DESCRIPTION/ PERSON SPECIFICATION

<b>Position</b>	<b>Cook</b>
<b>Responsible to</b>	<b>Catering Manager</b>
<b>Responsible for</b>	

<b>Job Description</b>	
<b>Core Purpose</b>	<p>To provide meals which are attractive and nutritious and cater for all dietary needs at cost effective prices and in line with all government guidelines and legislation.</p> <p>To prepare and cook meals for delivery at our primary schools. To take part in event cooking at open evenings and other events.</p> <p>To deputize in the absence of the catering manager</p>
<b>Key Areas of Responsibilities and Accountability include:</b>	
<b>Core Duties:</b>	
<ol style="list-style-type: none"> <li>1. Undertake skilled cooking activities</li> <li>2. Oversee and supervise the preparation of healthy, nutritionally balanced menus and meals that meet the governments national nutritional standards for school lunches</li> <li>3. Present food in a way that is attractive and encourages healthier choices</li> <li>4. Organise and supervise food service, to include transportation of meals if required</li> <li>5. Comply with current food safety legislation</li> <li>6. Ensure compliance with all health and safety policies and procedures</li> <li>7. Ensure safe use of all equipment and materials in accordance with instructions, checking for quality and safety and reporting any damage.</li> <li>8. Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage and catering standards</li> <li>9. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards</li> <li>10. Maintain contact with the suppliers of food and cleaning materials</li> <li>11. Demonstrate and assist others in safe and effective use of specialist equipment and materials</li> <li>12. Supervise and direct other staff including allocation of duties, work rotas and ensuring their cooking routines comply with the specified standards</li> <li>13. Train new staff in health, safety and food hygiene issues as appropriate</li> <li>14. Ensure effective portion control and minimise wastage</li> <li>15. Design menus and calculate costings</li> <li>16. Operate tills</li> <li>17. Decant and or serve food for transportation to other schools and in own school servery if required</li> <li>18. Ensure clean and dirty processes are kept separate</li> <li>19. Ensure that cooked and raw foods are kept separate at all times</li> <li>20. Ensure that lights and other equipment are switched off as appropriate</li> </ol>	

21. Comply with school security arrangements i.e. securing entrances and exits as appropriate and reporting potential security breaches
22. Actively promote the school meals service to students and parents to increase awareness of healthy eating and the uptake of health school meals e.g. by attendance at open evenings
23. Obtain materials by local purchase ensuring cost and quality standards are met
24. To complete any necessary paperwork

**Whole School Responsibilities:**

1. Be positive influence on the climate and culture of the Academy and lead by example at all times
2. Model good business and catering service practice to promote the Academy
3. For ensuring that all catering and cleanliness standards are maintained in line with food hygiene regulations and good catering practice ensuring good personnel hygiene
4. That food is served hot or cold as determined by the catering manager in line with portion sizes
5. To contribute to the provision of an efficient catering service
6. To report any illness that may affect your ability to work with food

**Other:**

1. Attend staff meetings as required
2. To participate in a personal staff development/appraisal process in accordance with Academy policy
3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post

**Person Specification**

<p><b>Qualifications and Professional Development</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ N.V.Q Level 1 &amp; Level 2</li> <li>▪ Hold a current basic food hygiene certificate</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ N.V,Q Level 3 or higher</li> <li>▪ Supervisory certificate</li> </ul>
<p><b>Knowledge, Skills and Competences</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ To deputise in the absence of the Catering Manager</li> <li>▪ Ability to work as part of a team</li> <li>▪ Knowledge of health &amp; safety procedures and precautions</li> <li>▪ Knowledge of health &amp; hygiene procedures</li> <li>▪ Knowledge of moving and handling procedures</li> <li>▪ Good, written and verbal communication skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience in a school environment</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Experience of relating well to people of different levels</li> <li>▪ Experience of skilled cooking</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of demonstrating procedures to the whole team</li> <li>▪ Full working knowledge of policies and procedures</li> </ul>

