

ROLE PROFILE

Role Profile			
Job Title	Cook		
Section	Estates	Department	Business Support
Reports to (Job Title)			
Location	Courtlands School	Shift Pattern	M-F 0800-1430 Term Time Only

Job Purpose	<p>To support the production of fresh food in a hygienic environment and provide customer satisfaction at all times within all aspects. The post holder will have direct contact with our young people on a daily basis preparing, cooking and delivering fresh food at mealtimes.</p>
Key Competencies and Output	<p>Carry out the preparation, production, and the delivery of fresh food, including special dietary requirements, at mealtimes to children and staff.</p> <p>Provide meals to our WRAP bases via taxi delivery.</p> <p>Work within the legislation of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and 1995 and the Education and Inspections Act – Nutritional Standards for School Lunches 2006.</p> <p>Responsible for basic bookkeeping, ordering a limited range of provisions, stock and stock control procedures in respect of the kitchen. Assist with this at other locations if required.</p> <p>Ensure the working environment is safe and clean at all times.</p> <p>Promote the school meals service.</p> <p>Adhere to procedures for the repair and maintenance of heavy catering equipment.</p> <p>Responsible for food hygiene at all times, keeping accurate records at all times.</p> <p>Support in deep clean of kitchen working areas (additional hours if necessary).</p> <p>Undertake cleaning duties, food temperature testing and appropriate health and safety whilst keeping accurate records.</p> <p>Provide guidance to Kitchen Assistant, ensuring they carry out the jobs required</p> <p>Undertake other duties appropriate to the grade of the post and as directed by line manager.</p> <p>Be conversant with Microsoft Outlook, Word and Excel.</p> <p>Attend training courses as required.</p> <p>Deal with customer queries or requests in a polite and efficient manner.</p> <p>Occasionally, to assist with special functions at the school which may be outside of normal hours.</p>

	<p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Essential: Previous catering experience within a working environment. Experience in the preparation and production of food in a safe and hygienic environment. Certificate in Basic Food Hygiene. Knowledge of Food Hygiene regulations. Knowledge of Health and Safety, HACCP, COSHH. Understanding and experience of the operation of various types of kitchen equipment. Level 2/A* - C GCSE equivalent in literacy and numeracy (for ordering stocks and supplies, keeping appropriate records and cash handling). Basic understanding of Word, Outlook and Excel.</p> <p>Desirable: NVQ3 or equivalent in Hospitality & Catering or equivalent. Knowledge of catering within a school environment. First aid trained (will be provided if necessary). Manual handling trained (will be provided if necessary).</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>