

JOB DESCRIPTION

Job Title	STEP Academy Cook
Grade	
Responsible to	Associate Catering Manager/Catering Manager
Responsible for	Assistant Cook and Kitchen Assistants

Job Purpose:

- Provide a quality service to Academy pupils and staff within financial and operational guidelines and ensure that a high standard of kitchen hygiene is maintained whilst supervising Kitchen Assistants.
- The controlling and ordering of stock and food.
- Input into the menu, ordering, costing, stock and portion control in association with management.

Key Accountabilities:

Catering

- The cooking of traditional and light meals.
- Serving children and Academy staff.
- Providing catering for Academy functions as requested.
- Attending training sessions/staff briefings as required, possibly outside usual working day.
- Ensuring Health & safety and Food Hygiene regulations are implemented.
- Communication with academy admin staff, dinner supervisors and Headteachers.
- Promoting the service in the academy and participating in special events.

Management

- Input into the menu, ordering, costing, stock and portion control.
- Simple bookkeeping, record keeping and end of term stocktaking.
- Training of Assistant Cooks and Kitchen Assistants in good procedures.
- Supervision of kitchen staff.
- Plan & implement catering rotas.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the Job Description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: **STEP Cook**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Experience of catering	√		√	√	
Previously managed, assisted or deputised own unit.	√		√	√	
Experience of training staff in basic kitchen skills.	√		√	√	
Knowledge & Understanding					
Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	√		√	√	
Skills & Abilities					
Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations	√		√	√	
Able to use and clean machinery and light equipment.	√		√	√	
Able to encourage children to select a balanced meal.	√		√	√	
Able to communicate with all kitchen, academy staff and pupils.	√		√	√	
Able to train staff in basic kitchen skills.	√		√	√	
Able to work on own and within a team.	√		√	√	
Able to lead and motivate staff	√		√	√	
Work effectively in a busy and hectic environment.	√		√	√	

Display and maintain a high standard of personal hygiene.	√		√	√	
Personal Skills and Attributes					
Demonstrate a willingness and enthusiasm for training and progression.		√	√	√	
Display a commitment to the Trust's equalities policies.	√		√	√	
A positive, "can do" attitude at all times.	√		√	√	
Special Conditions					
Enhanced DBS check required.	√				
Willing to work occasional additional hours and at other sites within the Trust when required.	√		√	√	