



# Bure Valley School

## Job Description and Person Specification

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | Cook  |
| <b>GR Number</b>      | GR0108  |
| <b>Grade</b>          | Scale E   |
| <b>Responsible to</b> | Responsible to Headteachers/Head of Finance/Director of Business and Community Strategy |

## Role and Context

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|--------------------|---|
| <b>Job Purpose</b> | To manage the school kitchen to provide food for pupils and staff of both Bure Valley School and John of Gaunt Infant and Nursery School.<br><br>To line manage the Catering Assistants.  |
| <b>Context</b>     | The school kitchen provides a wide variety of food at lunchtime and at ad-hoc events and is extremely popular with pupils and staff. The school has no off-site alternative provision therefore the kitchen plays an essential role in maintaining the daily routine of the school. |

## Principal Accountabilities

### Duties:

- Receiving, storing and stocktaking foodstuffs and goods, checking for both quantity and quality of standards
- To plan and order all ingredients and associated products from preferred suppliers
- Complete the termly audit of stock
- Prepare and cook food from fresh ingredients to a high standard following recipes and working to food safety standards set out in the "Safer Food Better Business" manual
- To ensure the catering assistants are working effectively to ensure all food is prepared in time for service in both locations
- Handle portion control requirements correctly and maintain presentation standards
- Ensure that the kitchen is clean and organised at all times
- Adopt and maintain a 'clean as you go' approach towards food preparation and cooking
- Ensure that food is prepared on time and served at the correct temperature
- Assist with washing up and cleaning with the rest of the team
- Attend meetings with the Head of Finance / Headteachers to discuss menu changes
- To develop menus in accordance with relevant nutritional requirements, allergies and any specific dietary requests and to ensure that clear recipes are available
- To ensure the whole team are aware of allergy information
- To provide catering for any school ad-hoc events e.g. parents' evenings, meetings etc.
- Adhere to relevant school practices and policies, such as the Health and Safety Policy and Safeguarding Policy
- To provide data for all Head of Finance reporting requirements i.e. meal numbers, costs per meal and wastage information



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## **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

## **Food Safety:**

- Comply with all relevant food safety and health and safety legislation, ensuring that the best food practices and kitchen hygiene protocols are adhered to (SFBB)
- Provide guidance to other kitchen staff in maintaining high culinary standards
- Provide input to stock rotation, ensuring that stock is correctly rotated to prevent foodstuffs from becoming out of date
- Ensure that all leftover food is stored correctly
- Assist with completing daily food temperature charts
- Assist with ensuring that food wastage is minimised
- Maintain a high standard of cleanliness throughout the kitchen area
- Maintain a high level of hygiene, including wearing protective clothing, such as latex gloves, where necessary
- Adhere to relevant food preparation standards and guidelines

## **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school and federation catering offer
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available



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## Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

|  |   |           |
|--|---|-----------|
| <b>Experience</b>                      | The successful candidate will have experience of: <ul style="list-style-type: none"> <li>• At least two years spent working within a kitchen environment</li> <li>• Working in accordance with hygiene and food guidelines and requirements</li> <li>• Assisting with the creation of new menus</li> </ul>  | Essential |
|  | <ul style="list-style-type: none"> <li>• Experience of leading a kitchen</li> </ul>   | Desirable |
| <b>Qualifications and Training</b>     | The successful candidate will have: <ul style="list-style-type: none"> <li>• A level 2 diploma in professional cookery</li> <li>• A level 2 certificate in hospitality and catering principles</li> <li>• A level 2 award in Food Hygiene safety in catering</li> <li>• GCSE Grade C or above in English and maths</li> </ul>   | Desirable |
| <b>Skills, knowledge and aptitudes</b> | The successful candidate will be able to: <ul style="list-style-type: none"> <li>• Demonstrate knowledge of nutritional requirements</li> <li>• Demonstrate how they would amend menus and recipes to accommodate for allergies and specific dietary or nutritional requirements</li> <li>• Explain the principles of hygiene and cleanliness, and how these are maintained</li> <li>• Work as part of a team, and lead a team where necessary</li> </ul>   | Essential |
|  | <ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> </ul>   | Desirable |
| <b>Personal Qualities</b>              | The successful candidate will have: <ul style="list-style-type: none"> <li>• A keen interest in food and cooking</li> <li>• A good attendance and punctuality record</li> <li>• Excellent time management and organisation</li> <li>• High expectations of self and professional standards</li> <li>• High standards of cleanliness and hygiene</li> <li>• The ability to work both as part of a team and independently</li> <li>• The ability to work under pressure</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Confident, reliable and flexible</li> <li>• Able to plan and take control of situations</li> </ul> |           |



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## General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups