

## JOB DESCRIPTION & PERSON SPECIFICATION

**SECTION:** Venn Academy Trust      **GRADE:** 4

**JOB TITLE:** Senior Cook      **DATE PREPARED:** May 2022

**EVALUATION DATE:** 23 October 2017      **JE NUMBER:** NC1510

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trusts Equal Opportunities in Employment Policy.

**PURPOSE:**  
 This post exists to ensure the delivery of a customer focused, effectively managed catering service in school. The post holder will ensure the school meals service is provided in an effective and efficient manner with the support of a focused and motivated catering team to feed children and staff.  
 The compliance with nutritional standards is an important part of the service delivery the post will therefore require creative and imaginative skills to meet the required levels of compliance and customer satisfaction. The post is directly accountable to the Trust Catering Manager.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults
2.	To develop the service for the school in line with management guidelines, producing and serving high quality school meals.
3.	Manage the food production/service in line with food hygiene and Health & Safety legislation whilst at the same time delivering a high quality service to the children and staff in school.
4.	To lead, develop and support a customer focused workforce.
5.	Maintain an organised, safe and hygienic working environment in accordance with current legislation and trust policies.
6.	Order goods, supplies and services from nominated suppliers in accordance with school procedures.
7.	Manage stock levels to meet requirements in a cost effective manner.
8.	Contribute to the development of catering to meet changing customer need.
9.	Ensure that staffing levels are sufficiently organised to meet customer demand and are cost effective.
10.	Develop and train kitchen employees through induction and CPD.
11.	To attend unit meetings/training courses as required maintaining and advancing service provision in line with catering objectives.

12.	To meet and work with the Catering Manager and the school to ensure customers' needs are supplied.
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and you as an employee. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and wellbeing and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

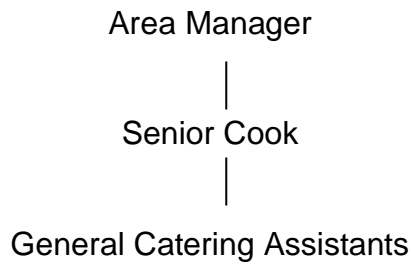
- 1. Responsibility for Staff:**  
Direct responsibility for the day to day management/supervision of all on site general catering assistants.
- 2. Responsibility for Customers/Clients:**  
The post holder will be responsible for the provision of a safe catering service to all customers and clients in school.
- 3. Responsibility for Budgets:**  
None
- 4. Responsibility for Physical Resources:**  
The post holder is responsible for the safe and effective management of catering equipment/fault reporting.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

- 1. Within the Academy:**  
The post holder will be central in communication and effective working relationships between managed employees and line/senior managers.
- 2. With Any Other Academy Areas**  
The post holder may need to communicate effectively informally and formally with other Venn staff.
- 3. With External Bodies to the Academy**  
The post holder may occasionally be required to communicate with parents/guardians/customers of the service in an informal and verbal manner.

**ORGANISATION CHART:**



	<i>Tick relevant level for each category</i>						<b>Supporting Information (if applicable)</b>
	<b>Not applicable</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>	<b>Intense</b>	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				Working in a warm to hot environment, mostly standing. Lifting objects up to 15kg in weight.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					Warm to hot environment, mostly standing duties.
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓						Not Applicable.

<b>PERSON SPECIFICATION</b>		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS), T = Test/Assessment, P = Presentation</p>		Essential	Desirable	How identified
		<b>1.</b>	<b>Qualifications:</b>	
	Basic Food Hygiene	✓		AF, CQ
	Intermediate Food Hygiene	✓		AF, CQ
	NVQ Level 2 Food production and Service qualification		✓	AF, CQ
	Basic Health & Safety		✓	AF, CQ
<b>2.</b>	<b>Relevant Experience:</b>			
	Experience of working in a small to medium scale catering unit	✓		AF, I
	Experience of communicating with senior managers	✓		AF, I
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people and/or vulnerable adults	✓		AF, I
	The post holder will experience day to day situations and problems that will require application of set procedures with a general awareness and concentration	✓		AF I
	Ability to work with limited supervision	✓		AF I
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	✓		AF, I
	Should be conversant in current Food Hygiene, Health and Safety legislation and corporate/departmental policies and procedures relating to catering	✓		AF, I, CQ
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	✓		AF, I
	Ability to communicate with all levels of staff	✓		AF, I
	<b>Written Skills</b>			
	The post holder will need basic written correspondence skills to communicate simple instructions/information	✓		AF, I
<b>6.</b>	<b>Other:</b>			
	The post holder should possess creative and organisational skills which would improve and develop the catering service in line with customers' expectations and needs	✓		AF, I
<p><b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b></p>				

7.	<b>Additional Requirements:</b>		
	None		N/A
8.	<b>Disclosure of Criminal Record:</b>		
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure with DBS Children's Barred List check from the Disclosure & Barring Service	X	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record	X	AF(after short listing)
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only		N/A AF(after short listing)