



Job Title: Kitchen Supervisor / Cook
Responsible to: Head Teacher
Department: School Kitchen

Job Summary:

Day to day responsibility of supervising and line managing the kitchen team, including allocating duties to ensure the smooth running of the kitchen, with overall responsibility, and hands on involvement, of preparing, cooking and serving food daily to the children and staff at Talbot House. Ensuring high health and hygiene standards are met and implementing successful processes, procedures and quality control checking systems to monitor and maintain high quality healthy food. Set menus that cater for all dietary and allergen requirements and training staff to understand the importance of food allergies. Managing the order process, ensuring orders are accurate, and within budget, using a variety of ordering methods. Overall responsibility to ensure sufficient food is available for the number of covers required each day, and that every meal is served accurately and on time.

Responsibility to ensure that the whole team are trained to cover all duties required in the kitchen. Conduct probationary periods, appraisals, absence and leave of absence requests (which requires excellent IT skills).

Job Description:

The normal duties of the post holder will usually include the following:

- Effective day to day supervision and line management of the kitchen team, including allocation and control of kitchen duties, conducting staff meetings, to include general meetings, such as probationary reviews, return to work meetings and appraisals, as required, as well as more complex staff meetings such as investigations and disciplines, if required.
- Use equipment safely and in line with operating procedures to ensure items are maintained correctly.
- Train the kitchen team to proficiently use equipment safely and correctly at all times.
- Take part in training, and train members of the kitchen team, for example on allergen and dietary requirements and the processes to ensure any errors are minimised.
- Set healthy food menus ahead of time, within budget, to accommodate all dietary and allergen requirements.
- Place accurate orders, and train the kitchen team to place orders, ensuring food items are ordered in a timely manner, and are correct for the period ahead.
- Plan and prepare for events during the school year, for example Governor's meetings, celebration days, parents' evening and staff training days.
- Manage the deliveries of all food and kitchen items, storing food at the appropriate temperatures, replenishing and rotating stock as required.
- Remain proficient in the use of IT including, Microsoft work package, and ensure all spreadsheets are maintained, updated and new details are accurately input and recorded to enable reports can be ran upon request.
- Pro-actively research healthy food options, alternatives, recipes, costs etc. as required.
- Preparation and cooking of food and ingredients to create healthy school meals and or packed lunches.

- Check and assist with the set-up of all food service areas, ensuring you adhere to food hygiene standards and procedures.
- Manage the service of food at mealtimes, assisting as required.
- Pro-actively clear and sanitise work surfaces within the kitchen area to include work surfaces and storage areas.
- Follow and monitor food hygiene best practice guidelines and internal kitchen procedures.
- Ensure that health and safety regulations and relevant legislation is adhered to at all times.
- Share our commitment and values and promote healthy eating.

Other:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- Drive company vehicles as required for the role (to include but not limited to cars and mini-buses), with or without pupils present.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above.

If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

Personal Specification:

Essential and desirable criteria for the role and where to evidence		Essential / Desirable	Evidenced
Qualifications, Training, Knowledge & Experience			
1	Educational qualifications required: GCSE English and Maths, grade C or above, and other catering qualifications or equivalent	E	A
2	Catering qualifications or equivalent, including Level 3 Food Hygiene	E	A
3	COSHH training & awareness	E	A
4	Recent allergens training and a vast working knowledge of allergen and dietary requirements	E	A/I
5	Working knowledge of health & safety within a kitchen environment	E	A/I
6	Minimum of 2 years' experience of working as a supervisor/manager and as a cook in a school kitchen	E	A/I
7	Previous experience of managing kitchen inspections	E	A/I
8	Experience of conducting appraisals, probationary periods, and other staff meetings.	E	A/I
9	Experience of creating healthy school menus to budget	E	A/I
10	Experience of creating, preparing and costing healthy food menus menu's, working to budget	E	A/I
Skills & Abilities			
11	Ability to prioritise work and manage time effectively	E	A/I
12	Ability to follow instructions	E	A/I
13	Able to support, mentor, supervise and direct staff as required	E	A/I
14	Ability to follow legislation and work safely	E	A/I
15	Self-motivated and able to use own initiative	E	A/I
16	Ability to maintain high standards of cleanliness	E	A/I
Personal Qualities			
17	Clean and smart appearance	E	I
18	Demonstrates a resilient and calm persona	E	I
19	Understands the importance of safeguarding and welfare of pupils and staff	E	A/I/R
20	A good sense of humour	E	I
21	Enthusiasm, energy, integrity, and a positive outlook	E	A/I
22	Good role model with a can do attitude	E	I
23	Work as an individual as well as part of a team	E	A/I/R
24	Ability to communicate clearly with a wide range of people	E	A/I/R
25	Be flexible to changing demands of the post (duties and availability)	E	A/I/R
26	Willingness to complete further training / qualifications as required	E	A/I
Other			
27	Full manual driving licence (ideally clean), and a willingness to collect items as required to ensure the smooth running of the kitchen	E	A
28	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference