



Your Academy....Your Future

Post Title	Cook
Purpose	To assist in the preparation, serving and presentation of all food and beverages.
Responsible to	Catering Manager
Contract Type	Permanent / Term Time Only + 2 Days
Hours	25 Hours Per Week 6.00am -11.00am - Monday to Friday
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Band D, SCP 5-6 (£13.26 - £13.47 per hour)
Disclosure Level	Enhanced
Expectations	<u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Responsibilities	• To assist in the setting up and cleaning down of the dining area. • To carry out general cleaning duties in all relevant catering areas. • To operate cashless and financial systems. • To assist in the preparation of food and beverages in line with customer requirements and legislation, including awareness of allergens. • To prepare healthy options that accommodate special diets. • To assist in the service of all food and beverages in line with customer requirements and legislation. • To assist in the service of all food and beverages and help advise customers to make healthy menu choices.
Main Duties	• Prepare the counter areas prior to service and clear down following service. • Ensure that strict portion control is maintained.

	• Assist in the completion of all plate wash and cleaning tasks/routines. • Maintain high standards of personal and kitchen hygiene. • Maintain kitchen cleanliness standards etc that comply with the Food Safety Act 1990 and Food Hygiene (General) Regulations 1995. • Attend training sessions as and when required. • Maintain good communication links and working relationship with all staff and customers, and ensure that the appropriate customer compliant / compliment procedure is observed. • Assist in pro-actively promoting and marketing uptake through preparation, presentation and service of all foods to the highest standard • Health and safety including fault reporting to the relevant personnel. • Undertake similar duties within any other area of the catering organisation as deemed appropriate by the Catering Manager.
General Requirements	• Attending and participating in training and development courses as required. • Attending meetings, liaising and communicating with colleagues in the school. • Being an effective role model for the standards of behaviour expected of students. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
Professional Values & Practises	• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration, and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
Additional Duties	• Carry out other reasonable tasks from time to time as directed by the Operations Manager or Principal.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Education & Qualifications	
Basic Food Hygiene Certification.	E
Relevant Catering qualification.	D
GCSE or equivalent standard or attendance at Training Courses.	E
Experience	
Practical awareness of Health and Safety and Food Hygiene procedure.	E
Experience of bulk meal preparation.	E
Experience of working in a school environment.	D
Knowledge & Skills	
Able to communicate effectively with colleagues and students.	E
Able to deliver excellent customer service.	E
Basis awareness of cooking and general cleaning.	E
Personal Qualities	
Ability to demonstrate maturity, patience and determination.	E
Reliable and conscientious.	E
Enthusiastic and self motivated.	E
Commitment through a positive, proactive and caring approach to provide a quality catering service.	E
Ability to work additional hours to meet the needs of the post when required.	E
Willing to undertake continuous professional development.	E
Commitment to Equal Opportunities.	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.