

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Cook

Principal - Dr J Coughlan

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CES Application Form for Support Staff

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CES Rehabilitation of Offenders Act 1974 – Disclosure Form

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JOB ADVERT



**NOR 1,231 including 255 in Sixth Form
Required for September 2022**

**30 hours per week, term time only.
Full Time Equivalent Salary: £18,887 - £20,852
Actual Salary Pro Rata: £13,573 - £14,985**

Cook: (Permanent Contract)

Bishop Challoner Catholic College is seeking to appoint an experienced and reliable Cook to work in the school canteen. The successful candidate would be required to support the Catering Managers with the preparation, cooking and serving of food and beverages to staff and students as well as the duties outlined in the job description.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff. This will allow exciting opportunities for any newly appointed members of staff.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack please contact Lorraine Houldcroft, PA to Headteacher on 0121-444-4161 or visit our website www.bishopchalloner.org.uk/vacancies. Please note all applications have to be on the CES application form.

Email applications to Lorraine Houldcroft: recruitment@bishopchalloner.bham.sch.uk

Closing Date for applications is **Friday 23rd September 2022** at 10am

JOB DESCRIPTION



Post: Cook
Reports to: Catering Managers
Start Date: September 2022

The role

Responsible for preparing, presentation and service of all food and beverages to the standard required. To undertake duties at any of the catering units within the school as required, providing and maintaining a well-organised and smooth running kitchen.

Key responsibilities

- To prepare, present and serve all dishes to the highest standard.
- To provide and maintain an organised kitchen.
- To prepare counters for service and serve students and staff with the highest levels of customer service.
- To ensure the provision of culturally acceptable meals when required.
- To assist with the ordering, receipt and inspection of all goods purchased for quality, price, quantity and condition.
- To assist with the preparation of catering functions.
- To undertake cleaning, including deep cleans of catering equipment as and when required.
- To ensure relevant statutory and school hygiene, Health and Safety Regulations are observed at all times (including rotation of stocks).
- To ensure effective security and control of all food, monies, chemicals and equipment.
- To actively promote catering functions as required.
- To assist the Catering Managers in providing menus and service delivery proposals.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional growth development including adhering to the principle of performance management.
- To support the Catholic ethos of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents/carers evenings as requested.

PERSON SPECIFICATION



Post: Cook

Qualities and Attributes	Essential	Desirable	Evidenced By
Education/Qualifications			
NB: Full regard must be paid to overseas qualifications.			
City & Guilds 706/1 and 706/2 or the equivalent experience/ability.	✓		Application/Certificate
Basic Food Hygiene	✓		Application/Certificate
Experience			
Relevant work and other experience			
Ability to prepare, cooks and present food to Departmental standards	✓		Application/Interview
Ability to provide dietary and culturally acceptable food	✓		Application/Interview
Skills and Abilities			
e.g. written communication skills, dealing with the public etc.			
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	✓		Application/Interview
Written communication skills of a standard to order and control stock, complete paperwork e.g. Timesheets and menus	✓		Application/Interview
An understanding of Health and Safety and Food Hygiene legislation	✓		Application/Interview
Ability to operate within a pre-determined	✓		Application/Interview
Ability to communicate in face to face or telephone situations with internal and external employees/clients and students and to actively participate in meetings	✓		Application/Interview
Training			
Commitment to attend relevant training courses	✓		Application/Interview
Other			