



REQUIRED AS SOON AS POSSIBLE

COOK IN CHARGE

NJC Payscale 6-9

30 hours per week Term Time Only

FTE Salary : £20,043 - £21,269 / Pro-Rata (Actual) Salary : £14,219 – £15,088

Closing date and Shortlisting: Monday 28th November 2022

Interviews: Wednesday 30th November 2022

Job Purpose

You will be responsible to the Academy Business Manager and Catering Operations Manager. The cook will be responsible for ensuring a high quality, customer focused catering service is delivered to pupils, staff and visitors to the school. You will be responsible for the preparation and service of food and assist with menu planning, weekly bookwork, ordering of supplies and stock control. In addition help to provide the service on a day to day basis, you will be involved in organising theme days and other events to promote and develop the service. The successful candidate will help to Ensure all staff duties and tasks are completed to the highest standard of hygiene, health and safety in food production and service areas to comply with company policies and procedures.

Main Duties

- Food preparation and production ie. Main meals, desserts, Jacket potatoes
- Ensure all service of meals to staff and pupils are on schedule.
- Help organising staff work and cleaning schedules/rotas.
- Help organise prep and production, Sandwiches, vegetables, Jacket potatoes, salads etc..
- Ensure all cleaning of kitchen and food service areas, including equipment is completed
- Receipt and safe storage of deliveries.
- Ensure effective waste management
- Preparation, delivery and service of hospitality as and when required.
- Maintaining the general tidiness and organisation of food service areas, "Clean as you go policy"

Interested candidates are welcome to visit school. Please contact Mrs Hadfield our Academy Business Manager to make an appointment. Application forms are available from school upon request.

