**JOB DESCRIPTION**

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| **JOB TITLE:** | Cook |
| **REPORTS TO:** | Senior/Unit Catering Supervisor |
| **RESPONSIBLE TO:** | Catering Manager through appropriate Area Catering Manager |
| **RESPONSIBLE FOR:** | shared supervision of staff |

**JOB PURPOSE**

To assist the Senior/Unit Catering Supervisor in all activities concerned with the preparation and cooking of meals.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate).
2. To assist with:
3. Record keeping.
4. Control of hygiene, health and safety in the kitchen including recording of temperatures.
5. The direction and/or shared supervision of other employees.
6. To undertake operational control of service points including transported meals.
7. Associated administrative duties as required which may include assistance with:

(a) The planning of meals.

(b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.

(c) General kitchen management in the absence of the Senior/Unit Catering Supervisor.

(d) Shared supervision of other employees.

(e) Training of staff.

(f) Cash handling duties where appropriate.

1. General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
2. Assist in the promotion of the service to parents, principals and customers to increase the uptake.
3. Securing of premises as required.
4. Duties as delegated in connection with service provision.

**General Conditions:**

1. All duties must be carried out to comply with:

(a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.

(b) Codes of Practice.

1. All duties will be carried out in the working conditions normally inherent in the particular job.
2. All necessary administration must be completed as required.
3. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee
4. Promote and adhere to the Values/ethos of the School.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. The stage in the process when the criteria will be measured is outlined in the table below. 4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. 5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. 6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria. |

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| **SECTION 1 - ESSENTIAL CRITERIA** |

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Qualifications and Experience** | **HOLD EITHER (A) OR (B):**  **(A)**   1. Level 2 qualification in Food Safety or an equivalent or higher qualification\*   \* *Evidence of refresher training will be required where the certificate has been attained outside of the last 3 years*  **Plus**   1. NVQ Level 2 Diploma in Professional Cookery or an equivalent or higher qualification   **(B)**  A minimum two years’ experience of the preparation, cooking and service of meals in a school meals kitchen or similar large scale catering outlet producing at least 50 meals daily | Shortlisting by Application Form |
| **Knowledge** | * Knowledge of relevant legislation with regard to hygiene in a catering environment * Knowledge of health and safety procedures in a catering environment | Shortlisting by Application Form |
| **Skills / Abilities** | * Ability to communicate and take instruction in the English language | Shortlisting by Application Form |
| **Other** | * Willingness to undertake job related training | Shortlisting by Application Form |

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| **SECTION 2 - ESSENTIAL CRITERIA** |

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Knowledge** | * Demonstrable knowledge of the requirements of a school cook | Interview |
| **Skills / Abilities** | * Evidence of using effective people management skills to manage staffing issues successfully * Excellent interpersonal and team working skills * Effective organisational and planning skills and the ability to work under pressure to achieve deadlines | Interview |
| **Values Orientation / Identification with School Ethos** | Evidence of how your experience and approach to work reflect the School’s Values/ethos. You will find information about our Values/ethos here INSERT LINK | Interview |

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| **SECTION 3 - DESIRABLE CRITERIA** |

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

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| **Factor** | **Desirable Criteria** | **Method of Assessment** |
| **Qualifications and Experience** | 1. Hold a Level 1 Award in Nutrition (or an equivalent or higher qualification 2. Experience of administration in one or more of the following areas:  * Stock taking * Budgetary control * Staff supervision * Cash handling * Catering for functions  1. Have access to a suitable vehicle (appropriately maintained and insured for Education Authority business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner;   OR  Provide sufficient information to satisfy the employer that you have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner. | Shortlisting by Application Form |