



**North East
Learning Trust**

Assistant Cook
Ashington Academy
Applicant information pack

Assistant Cook

Required as soon as possible

Grade 2, SCP 4 – 6 (£19,264 – £20,043 FTE) actual salary £16,997 - £17,685

Ashington Academy is part of the North East Learning Trust and are seeking to appoint an Assistant Cook to join our dedicated team.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer: (Optional for support staff)

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Hold a NVQ Level 2 qualification in catering (or equivalent).
- Have experience of catering
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 27 June

Interviews taking place week commencing 27 June 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title: Assistant Cook

Responsible to: Cook

Salary Band: Grade 2

Job Purpose:

- To generally support the catering functions in providing a high-quality catering service for Bedlington Academy students and staff.
- To undertake food preparation duties and cooking tasks, to serve meals and refreshments, to clean the kitchen and equipment.
- To act as assistant to and deputise for Head Cook

Duties and Responsibilities:

- To cook and prepare food as directed by the Cook/Catering Manager in accordance with agreed menus to ensure that meals are prepared at the appropriate times
- To prepare and clear the dining facilities as instructed by the Cook/Catering Manager in line with pre-agreed seating/serving plans
- To serve meals at appropriate times and in the appropriate quantities / manner in order to meet customers' needs and agreed catering standards
- To ensure that a high standard of hygiene is maintained in the kitchen
- Assist in the preparation & delivery of all menu items and hospitality events
- Assist with food preparation and cooking as required
- Prepare the counter to the standards laid down by the Cook (and or Catering Manager)
- Serve all food and beverages at the specified times
- Operate trolley service or other requirements inside and outside the dining area, taking cash and accounting for the same if required to do so.
- Operate any control systems as defined by the Cook, completing necessary records
- Assist in ensuring counters are ready for break & lunch service and a daily staff briefing takes place)
- Keep a check on stock levels and inform the Cook/Catering Manager of low stock levels. Support with the administration of this as and when required.
- Maintain the menu boards as directed
- Assist with the washing-up of all light equipment in the servery and kitchen
- Collect and remove to the appropriate area all dirty prep equipment and any other light equipment
- Clean all aspects of the kitchen area & storerooms
- Ensure that all floor and wall surfaces are kept clean
- Ensure that the store area is kept clean and tidy
- Carry out deep clean as specified by the management
- Maintain competent hygiene standards
- Following company or competent policy in dealing with customer comments or complaints
- Comply with Health and Safety Regulations and Fire Policy. Report hazards to management.
- Assist the Cook in planning the menus
- Keep the cooking area and equipment clean & hygienic
- Follow & implement the kitchen safety regulations (including all temperature checks of menu items and kitchen equipment)
- Ensure all deliveries are checked off and any discrepancies are reported)

- Perform the duties of the Cook in his/her absence

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<p>NVQ level 2 in Catering</p> <p>Food hygiene certificates</p> <p>Knowledge of Health and Safety legislation relating to a catering environment.</p> <p>Trained in Manual Handling.</p>	
Experience	<p>Relevant experience of working in a catering environment to include food preparation and cooking.</p>	<p>Experience within education sector</p>
Aptitude and skills	<p>Manual skills associated with food preparation and cooking.</p> <p>Ability to organise self and to work without supervision.</p> <p>Ability to organise and motivate a team.</p> <p>Customer care skills.</p> <p>A commitment to providing a quality service to customers.</p> <p>A commitment to undertake job related training and personal development.</p> <p>Basic Numeracy and Literacy skills.</p>	
Personal qualities	<p>Regular need to lift and carry items of moderate weight.</p> <p>Flexible approach to working times, which may occasionally be subject to variation.</p> <p>Flexible approach to nature of duties performed.</p>	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.