



**North East
Learning Trust**

Cook
Ashington Academy
Applicant information pack

Cook

Required as soon as possible
37 hours, Term Time plus 5 additional days
Grade 4, SCP 12 (£22,183) – SCP17 (£24,491)
actual salary (£19,573 - £21,609)

Ashington Academy is part of the North East Learning Trust and we are seeking to recruit a Cook who will be responsible for the delivery of healthy, high quality, nutritional meals in line with food standards, whilst providing excellent customer service.

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.

The successful candidate will:

- Exceptional standards in all aspects of food service and attention to detail is vital
- Have excellent communication skills.
- Demonstrate excellent organisational skills
- The ability to work independently, without close supervision and as part of a team.
- Flexible in working approach and daily requirement

Deadline: Monday 14 February

Shortlisting will take place Tuesday 15 February with interviews taking place week commencing 17 February 2022.

How to apply:

Application packs can be downloaded from the 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:

Cook

Responsible to:

Catering Manager

Job purpose:

To be responsible for the delivery of healthy, high quality, nutritional meals in line with food standards, whilst providing excellent customer service.

Duties and responsibilities:

Carried out in accordance with the national and local standards for school meals/food, school policies/procedures and normally under the general direction of the NELT Catering Manager, these include, but are not restricted to:

- Managing and contributing to the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
- Managing and contributing to the packing of meals for transport to other locations where appropriate.
- Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.
- Managing and contributing to the washing up, setting up and clearing away equipment and tables
- Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.
- Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets.
- Managing and contributing to the catering provision at special event as required.
- Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and management of cashless systems and appropriate paperwork.
- Ensure equipment is fit for purpose and properly maintained.
- Responsible for the security of the kitchen.
- Responsible for the operation of vending services where necessary.
- Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
- Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related human resource activities.
- Regular communication with the client and other stakeholders in order to maintain good working relationships.
- Ensure self and catering staff comply with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times
- Attend training as and when required.
- May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.

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>Intermediate Food Hygiene Certificate Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking. NVQ Level 3 Food Preparation and Cooking or equivalent.</p> <p>Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment.</p> <p>Knowledge of Health and Safety legislation relating to a catering environment.</p> <p>Trained in Manual Handling.</p>	<p>ONC/OND or equivalent in a Catering discipline.</p> <p>NVQ4 in Supervision Advanced Food Hygiene Certificate</p>
Experience	<p>Relevant experience of working in a catering environment to include food preparation and cooking.</p> <p>Experience in meeting work related targets.</p> <p>Experience in managing a team.</p> <p>Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment.</p>	<p>Experience of planning, running or working at large catering events.</p> <p>Experience of coaching and training other members of kitchen staff.</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 a moderate weight</p> <p>Ability to work in a commercial kitchen environment.</p> <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> <p>Post holder may sometimes be required to undertake duties of lower graded staff members.</p>	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.