



ALL SAINTS

CHURCH OF ENGLAND SCHOOL

KIRKBY OVERBLOW

SCHOOL INFORMATION

All Saints School is situated in Kirkby Overblow which is an attractive village 5 miles south of Harrogate and 12 miles north of Leeds.

All Saints school is joined with the neighbouring school of North Rigton under the headship of Mrs Amber Andrews. Both schools are part of Yorkshire Causeway Schools Trust and maintain close relationships with parents and the local community.

The school is ecumenical in outlook and welcomes children from other Christian traditions. It serves the local community and aims to teach Christian values and standards of behaviour and to demonstrate these qualities in everyday life.

Our most recent Ofsted in September 2017 judged the school as good overall with the behaviour and safety of pupils ranked as outstanding. In our SIAMS inspection in March 2018 the school was judged as outstanding. We are seeking to appoint a highly motivated, enthusiastic and experienced Cook to deliver an effective catering service operating to the highest standards of food safety.

Your role will require you to prepare, cook and serve meals to pupils and staff as well as other kitchen management duties such as ordering of food, stocktaking and administration, washing up and cleaning the kitchen and dining areas.

You will be required to hold food safety and food hygiene certificates and to have experience of all aspects of catering.

Hours of work are Monday to Friday (term time only) 8am – 1pm (can be flexible on times to suit the right candidate). The post is temporary in the first instance until 22nd July 2022.





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POST: Cook	
GRADE: Grade G	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: None	
JOB PURPOSE:	The core focus of this job is delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation and service and other kitchen management duties including , ordering food, stocktaking and administration, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Refilling sauces, condiments and other consumables • Preparation, cooking and service of appetising and nutritious food and beverages as directed • The preparation of the dining room for service • Cleaning of the kitchen, dining room and associated areas as required • Resolves problems that arise e.g. with supplies, staff and pupil requirements
Communications	<ul style="list-style-type: none"> • Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits • Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • Oral communication with catering staff in school ensuring work is carried out to the highest standards reporting of potential hazards in the kitchen. • Deals with issues relating to the standards of service in school • Working with children, teachers and parents to encourage healthy eating
Resource management	<ul style="list-style-type: none"> • Manage and direct other catering staff in carrying out their duties, ensuring they are fully trained to carry out their duties • Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records • Ordering of goods and materials • The receipt and storage of goods and materials in good order • Stock control • Ensures the careful use and maintenance of equipment and reporting faults • Ensures the efficient use of services including gas, electricity and water





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Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> Carry out all work in accordance with relevant policies, procedures and regulations <ul style="list-style-type: none"> The Food Safety Management System COSHH The Risk Assessment Manual YCST policies & procedures Complete all required weekly / termly paperwork returns accurately and timely.
Planning and Organising	<ul style="list-style-type: none"> Plan balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, costs and budgets
Data Protection	<ul style="list-style-type: none"> To comply with YCST's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
Flexibility	<ul style="list-style-type: none"> YCST provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with YCST Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> YCST requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. YCST requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.





PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment • Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food 	<ul style="list-style-type: none"> • Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards) • Knowledge of the work of the School Food Trust • Promotion skills to encourage the uptake of healthy school meals
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in catering establishments including the cooking and service of food • Experience of menu planning & costings • Experience of managing staff 	<ul style="list-style-type: none"> • Experience of working in school catering establishments • Experience of managing budgets
<p>Occupational Skills</p> <ul style="list-style-type: none"> • The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Be reliable, dependable and have a smart and tidy appearance • Be able to work as part of a team • Good organisational and time management skills • Stock management skills • Good interpersonal communication skills • An excellent standard of cookery skills • Creativity • Ability to work under pressure and meet deadlines 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food hygiene certificate • Level 2 Numeracy and Literacy • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent • Qualification in nutrition / healthy eating • Health and Safety qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Physical ability to carry out the duties of the role 	