

Post title:	Cook 2 (Primary Schools) 41-200 meals
Grade:	E
Responsible to:	Area Management Team
Staff managed:	Manages operational frontline staff
Directorate:	Central Services
Service:	Traded Services – Catering
Job family:	OS - Operational Support
Date of issue:	April 2023

Job context

Traded Services - Catering is part of Central Services providing a catering service to primary and secondary schools in North Yorkshire.

Catering is a 'fresh food' organisation encouraging children and young people to choose healthy food with the aim of increasing the uptake of school meals.

It is essential that the post holder establishes a good working relationship with the school to support the promotion of school meals.

The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace. An enhanced Disclosure Barring service (DBS) clearance is required for this post

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 the supervision of staff, ordering food, stocktaking and administration setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

Operational management:

- Ordering goods and materials
- Receiving and storing goods and materials in good order
- Preparing, cooking and serving appetising and nutritious meals
- Preparing the dining room for service including putting in place dining tables and chairs
- Washing up, clearing and cleaning the kitchen, dining room and associated areas
- Supervise and direct staff carrying out their duties

Resource management:

- Undertake duties associated with the financial management of the catering operation including keeping accurate records, adherence to menus and recipes and controlling stock.
- Be responsible for the care and maintenance of equipment and reporting faults
- The efficient use of services including gas, electricity and water
- Management of catering staff

Partnerships:

- Assess standards of service and assist with the training and development of staff in the kitchen when necessary

	<ul style="list-style-type: none"> • Attend training courses and meetings as required • Appraise staff • Communication and teamwork with school colleagues, other practitioners and professionals
Strategic management:	<ul style="list-style-type: none"> • Ensure the unit catering operation achieves budgeted financial performance
Communications:	<ul style="list-style-type: none"> • Oral communication with catering staff ensuring tasks are carried out to the highest standards • Oral communication with the Area Management Team relating to any issues regarding the above • Liaising with Head Teacher and Area Management Team on issues relating to the standards of service in school • Promotion of the catering service in school to increase uptake by participation in promotional activities • Working with children and young people, parents and school staff to encourage good dietary habits
Systems and information:	<ul style="list-style-type: none"> • Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> ○ The Food Safety Management System ○ The Kitchen Manual ○ The COSHH Manual ○ The Risk Assessment Manual <p>Complete weekly / termly paperwork accurately and submit as required</p>
Safeguarding:	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children that you come into contact with

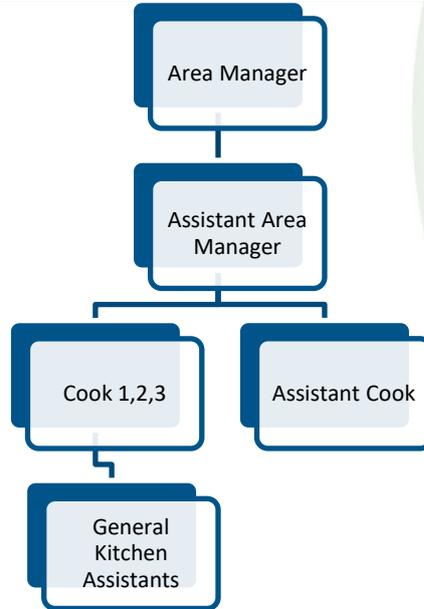
Person Specification:

Essential	Desirable
<p>Knowledge and Experience</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 children and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment • Experience of working in catering establishments including the cooking and service of food • Experience of working in catering establishments including the cooking and service of 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 • The supervision of staff
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good standard of cookery skills • Ability to maintain a high level of food safety and health and safety standards • Good communication skills • Be reliable, dependable 	<p>Be able to motivate staff</p>
<p>Behaviours</p> <ul style="list-style-type: none"> • <u>Link</u> 	
<p>Professional Qualifications Level 2 Award in Food Safety in Catering</p>	<ul style="list-style-type: none"> • Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.