

JOB DESCRIPTION

JOB TITLE	Cook (Willowtree)
GRADE	Band D
REPORTING TO	Deputy Manager
JD REF	PC0105G

PURPOSE

Work the kitchen and kitchen staff within Willowtree or other Local Authority premises in order to provide hot and cold meals for children and staff.

MAIN DUTIES AND RESPONSIBILITIES

- Organisation and provision of food services including for the ordering, preparation and serving of food, including menu planning and portion control.
- Allocation of duties to all kitchen on duty.
- Supervision and control of hygiene and health and safety in the workplace.
- Security of the kitchen and surrounding area.
- To attend staff team meetings

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- NVQ 2 in food preparation or equivalent.
- Basic Food Hygiene Level 2.

Knowledge & Skills:

- Excellent communication skills.
- Ability to work as part of a team and on own initiative.
- Flexible approach.
- Ability to deliver excellent customer service to internal and external customers.
- Self-motivated and enthusiastic with a passion for producing high quality food.
- Ability to maintain kitchen and other working areas to a high standard of cleanliness.
- Ability to communicate at all levels both written and verbal.
- Ability to follow written instruction.



- Thorough understanding of the appropriate use of catering equipment.
- Knowledge and practical application of health and safety and Hazard Analysis Critical Control Point (HACCP) regulations and policies.

Experience:

- Previous experience of cooking for a large numbers in an industrial, educational or similar environment.
- Experience in handling/preparation and safe storage of food.
- Experience of stock control and ordering new stock.
- Excellent range of cooking skills.
- Experience of maintaining accurate records and reports.
- Excellent organisational skills.
- Ability to work as part of a team.
- Excellent standards of service, food quality and hygiene.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- A good standard of education.
- NVQ 3 or equivalent in food preparation.
- Willingness to undertake further training and on-going professional development.

Knowledge & Skills:

- Ability to communicate with parents children and staff.
- Willingness to assist and support additional activities when appropriate.
- Knowledge of safe working practices.
- Knowledge and understanding of government guidelines for promoting healthy eating.
- Knowledge of nutritional requirement of children.

Experience:

- Experience of working in a kitchen.
- Operation of catering services under school contract conditions.
- Experience of budget control.
- Good IT skills with an enthusiasm to develop further.

ADDITIONAL INFORMATION

Ability and willingness to work additional hours if required.

DATE OF APPROVAL: 7/8/2021

APPROVED BY: NABEEL CHAUDHRY