



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

**JOB TITLE:** Cook  
**SCHOOL:**  
**SALARY:** Band 3 (point 5-6)  
**RESPONSIBLE TO:** Unit Catering Manager

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy Trust.

### **PURPOSE OF JOB:**

To contribute, either individually or as part of a team, to the provision of catering services in a range of NCEA Trust establishments

### **RESOURCES:**

**Staff** - n/a

**Finance** – n/a

**Physical** - Shared responsibility for the careful use of equipment

**Clients** - Providing a catering service to internal or external clients

### **DUTIES AND KEY RESULT AREAS**

#### **RESPONSIBILITIES - Individually or as part of a team**

1. Preparation and service of food and beverages in accordance with standard menus.
2. Cooking meals in accordance with centrally determined menus and adapting menus to accommodate special dietary requirements as necessary.
3. Packing meals for transport to other locations where appropriate.
4. Transporting meals between kitchen and servery or dining area as necessary.
5. Washing up, setting up and clearing away equipment and tables.
6. Cleaning the kitchen, its surrounds and equipment.
7. Assisting with stocktaking and daily standards monitoring tasks as directed.
8. Assisting with the receipt and safe storage of goods.

9. Assisting with special events as required.
10. Comply with Hygiene, Health and Safety legislation, financial regulations and NCEA Trust policy and procedures at all times.
11. Attending training events as and when required.
12. Other duties appropriate to the nature, level and grade of the post.

**WORK ARRANGEMENTS:**

**Physical requirements** - Regular need to lift and carry items of moderate weight.

**Transport requirements** - N/A

**Working patterns** - Normally Monday to Friday with occasional need for evening and weekend work.

**Working conditions** - A commercial kitchen.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Person Specification</b>		
<b>Post Title: Cook</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Qualifications:</b>		
Level 2/3 Food hygiene certificate		✓
Knowledge of the range of tasks together with the operation of associated tools and equipment	✓	
Knowledge of Health and safety legislation relating to a catering environment	✓	
Allergen awareness certificate		✓
<b>Experience:</b>		
Relevant experience in a catering environment to include food preparation and cooking.	✓	
<b>Skills and Competencies:</b>		
Literacy skills sufficient to read text and write straightforward sentences.	✓	
Numeracy skills sufficient to undertake straightforward arithmetic functions.	✓	
Physical skills related to the work.	✓	

Customer care skills.	✓	
<b>Physical, mental and emotional demands:</b> Ability to organise self and to work without supervision. Ability to work in a commercial kitchen environment. Regular need to lift and carry items of moderate weight.	✓ ✓ ✓	
<b>Motivation:</b> A commitment to providing a quality services to customers A commitment to undertake job related training A commitment to continuous personal development	✓ ✓ ✓	