**** Job Description

# Job Title College Cook

**Location Henshaws Specialist College**

**Salary** £10.65 per hour/£16,367.45 per annum

**Band** E

**Hours per Week** 35 hours Monday – Friday

**Working weeks** 38 weeks (term time only) plus up to 2 additional weeks per year

**Annual Leave** 5 weeks plus 10 statutory holidays (pro-rata for part time / term time roles) to be taken during college holiday periods

**Reports to** Facilities Manager

**DBS Check** Enhanced check with child barring list

**Job Summary**

Working within the catering team at Henshaws Specialist College, the Cook will lead the catering team to prepare, cook and serve food in accordance with defined regulations and quality, ensuring that high standards of menu design, food preparation, hygiene and health and safety are met on a daily basis.

The post holder will lead the team to work within DfE guidelines regarding current health, safety and hygiene legislation and the college’s Health and Safety Policy, with the aim of continuously delivering and maintaining high standards of customer care and quality within budget requirements.

**Key responsibilities**

* Provide a first class catering service, ensuring that the environment and meals are maintained and delivered to a high standard and quality.
* Line Manage the Assistant Cook and catering team, carrying out inductions, absence management and performance management when appropriate.
* Work with the Facilities Manager to develop menus, providing inventive meals, whilst taking into consideration the core customers (Henshaws Students aged 16-24), specific student requirements and supporting the objectives of healthy eating.
* Prepare, cook and serve food in line with agreed menus, taking into consideration specific dietary requirements. Liaise with enabler and education teams to understand special dietary requirements for students and prepare meals in accordance with instructions.
* Regulate quality and portion control of meals, working with the team to promote best practice.
* Promote effective waste management.
* Promote and maintain excellent standards of hygiene in the kitchen and dining environments, ensuring that cleaning rotas for the team are operational throughout, which meet all statutory requirements for Ofsted and Local Authority Hygiene inspection
* Promote health and safety in the kitchen and dining areas at all times, coaching team members to work safely and look out for the safety of others by the promotion and participation in an alert and positive approach to health and safety.
* Lead team to provide a high level of service for all meal times, liaising with students, staff and college senior leadership team to attain feedback on food and service to encourage continuous improvement.
* Complete checks of equipment and report any defects or maintenance requirements following correct procedures.
* Implement a recognised food safety management system including HACCP systems.
* Ensure the entire kitchen team are aware of their responsibilities in respect of hygiene and health and safety in the workplace and have the minimum qualifications and training to work in a kitchen environment.
* With the Assistant Cook monitor, organise and maintain an efficient stock management and audit system, including records of regular audits of all kitchen and storage areas to ensure complete adherence to agreed policies.
* Ensure constructive and effective communication with the college senior leadership team at all times.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures. To provide operational Health, Safety and Wellbeing leadership across all areas of the team and wider organisation. To take action to prevent accidents, injuries and work related illness.  Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Experience of working as a cook or chef  | Essential | Application form Interview |
| Experience of preparing food for large groups | Essential | Application form Interview |
| Experience of working in a customer focused environment | Essential | Application form Interview |
| Experience of assisting with stock control and budgets | Essential | Application form Interview |
| Experience of menu planning to meet specific dietary needs | Essential  | Application form Interview |
| Experience of team management ideally in a catering environment | Essential  | Application form Interview |
| Good communication skills, both verbal and written | Essential | Application form Interview |
| IT literate with a working knowledge of MS Office, in particular Word, Excel and Outlook | Essential | Application form |
| **General & Specialist Knowledge** | Understanding of specialist dietary requirements, for example Dysphasia.  | Essential  | Application formInterview |
| Knowledge and understanding of hygiene best practise and regulations | Essential | Application formInterview |
| Knowledge and understanding of health and safety issues relating to this area of work | Essential | Application formInterview |
| Enthusiastic, respectful and sensitive attitude. | Essential | Interview |
| Awareness and respect of students’ rights | Desirable | Interview |
| **Education & Training** | Food Hygiene Certificate | Essential | Application form Certificate  |
| NVQ 2 in Hospitality and Catering or equivalent | Essential | Application form Certificate |
| NVQ 3 in Hospitality and Catering or equivalent | Desirable | Application form Certificate |
| Training in health and safety in catering/kitchen environment | Essential | Application form  |
| **Special Requirements** | Flexible approach to working hours to meet the needs of the college | Essential | Interview |
| Commitment to the aims and mission of Henshaws  | Essential | Application formInterview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Application form Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**