

# **ST JOSEPH'S SPECIALIST TRUST**

## **Job Profile**

### **Cook**

**Name:**

**Date:**

**Job Context:** St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living function (together "St Joseph's" / the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:** Cook

**Job Purpose:** To assist the Catering Manager & Deputy in all aspects of meal preparation (including dietary needs and special diets) and the daily running and maintenance of the school kitchen.

**Accountable to:** Deputy Director of Estates & Facilities (through line management)

Catering Manager

## **KEY ACCOUNTABILITIES**

### **Policy and Leadership**

- To use and implement all Trust policies, especially health and safety, with rigour
- To ensure the highest standards are maintained in the kitchen and dining room
- To adhere to all relevant Trust policies and procedures including Health and Safety / COSHH / Healthy Foods
- To comply with all relevant government legislation

### **Management of Teaching and Learning**

- To assist with teaching staff new skills

### **Management of People**

- To work co-operatively with staff from other disciplines in meeting the demands of the job profile

### **Management of Physical Resources**

- To assist the Catering Manager and Deputy in the maintenance of all equipment in the kitchen
- To ensure all equipment is used correctly by staff and assist in training where necessary

### **Evaluation and Quality**

- To ensure the delivery of high-quality meals for all students and staff
- To prepare resources to meet the demands of the students during the early mornings and evenings

### **Administration**

- To assist the Catering Manager & Deputy with certain aspects of menu planning

## **Key Tasks**

### **Policy and Leadership**

- To ensure that all Trust policies are adhered to rigorously
- To attend support staff meetings

### **Management of People**

- To assist and support all staff in the fulfilment of their roles
- To take the opportunity for updating of training e.g. Food Hygiene

### **Management of Physical Resources**

- To assist Catering Manager in all aspects of cooking, cleaning and serving, on a daily basis connected with the kitchen and dining room
- To ensure special diets are accommodated at all times
- To ensure that all tasks are carried out to the required high standard
- To report any damage or damaged equipment or health and safety issues to your line manager
- To ensure food is prepared hygienically in line with food safety regulations and in the method required by the Catering Manager
- To assist in the cleaning of all areas of the kitchen (including walls and ceilings in the kitchen and stores annually), equipment and machinery. To assist in washing up in the kitchen as required

### **Evaluation and Quality**

- To assist in putting in place all recommendations made by any inspection body e.g. Social Services, Ofsted, Environmental Health etc.
- To seek any advice or support necessary to fulfil the requirements of this job profile
- To participate in regular meetings and training sessions for the catering team and the whole support team
- To participate in any discussions required to enhance working practice

**Administration**

- To be fully involved in the appraisal process
- To attend and contribute to support staff meetings and take minutes where necessary
- To comply with the Trust's policy in relation to absence, reporting any absence from work, preferably on the day in question, or as soon as possible thereafter

*“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.*

**Signature:** ..... **Cook** ..... **Executive Principal**

**Date:** ..... .....