

East Sussex Academy (ESA)

Post:	Cook Supervisor
Responsible to:	Headteacher/Deputy Headteacher
Salary Scale:	LSEAT Harmonised 10
Hours/ weeks:	20 hours (4 hours per day)/ 39 weeks TTO
Actual salary:	£10,366pa

MAIN PURPOSE OF THE JOB:

- Orders, prepares, cooks and serves food to Trust standards
- Supervises and trains staff, who are allocated to the establishment
- Acts as on site 'ambassador' for the school when relating to client, staff and customers

KEY RESPONSIBILITIES OF THE JOB HOLDER:

- Delivers agreed menus to achieve and maintain budgeted food costs
- Orders supplies ensuring they are properly issued, used and accounted for
- Carries out weekly stocktake and food rotation procedures, minimising wastage of foodstuffs
- Allocates duties to establishment staff and supervises their work, giving instruction and advice when necessary
- Personally prepares dishes and participates in all other activities taking place in the kitchen
- Ensures that dishes are produced to the required standards of quality and attractiveness before serving
- Maintains records relating to food production activities and supplies information as required
- Ensure minimum food wastage

Chief Executive: Mrs Sam Parrett CBE, FCIPD MSc

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- Ensure temperature records and monitoring is completed on a daily basis
- Ensure area(s) under control are cleaned as per cleaning schedule
- Safe operation of catering equipment
- Prepare and participate in special functions (which may be outside normal working hours) and 'theme days' (and dishes) as required
- Attends training sessions as required
- Complies with all statutory and Trust health and safety practices and procedures, including manual handling
- Adheres to all company rules, regulations, policies, procedures and provisions of contract
- As and when required, carries out additional tasks concerned with the operation of the establishment
- Provide service in conjunction with company Trust ethos and expectations

PERSON SEPCIFICATION:

- Good communication skills
- Good interpersonal and customer facing skills
- Flexible approach to work
- Good attention to detail
- Good team working skills and ability to work with minimal supervision and under pressure
- Good work ethic, reliable and punctual
- Personal cleanliness
- Ability to use own initiative

Education, Training & Qualifications:

- NVQ level 1,2 and working towards 3
- Satisfactory Enhanced DBS Disclosure
- Cleared Barred List Check essential
- Compliance with safeguarding regulations

Other Special Requirements:

- Ability to walk and stand for long periods of time
- Ability to work in varying room temperatures
- Contact with hot substances, ovens and hot plates
- Use of equipment that requires specialist training
- COSHH/PPE knowledge

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General:

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	Yes
Exposure to blood /body fluids	No

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