

Job Description & Person Specification

Job Title	Mobile Cook
Division/Location	Education Catering
Reporting to	Cook Manager
Weekly Hours	25
Grade/Salary	18799.56

Job Description
The Role:
To provide an efficient catering service within a school environment ensuring that the highest standard of customer service is delivered.
Main Responsibilities
<ul style="list-style-type: none">• Preparation, cooking and service of meals.• Purchasing of food and cleaning materials using Cypad.• Kitchen organization and management.• Staff 'on the job' training in the absence of the Cook Manager.• Use and care of equipment.• Adhere to staff and kitchen hygiene regulations.• Comply with 'Health and Safety at Work' procedures.• All records and returns as required in the absence of the Cook Manager.• Undertake any other duties as may be delegated.• Ability to travel between kitchens at short notice.
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of 'Health and Safety' regulations.	Desirable	AF/I
Experience	Previous experience within a similar role.	Desirable	AF/I
Skills/Abilities	Excellent customer service skills	Essential	AF/I
	Ability to work on own initiative or part of a wider team	Essential	AF/I
Other Requirements	Full Driving Licence	Essential	

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours, which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Employee Signature:

Approval/Review Date			
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Approved by HR Director:		Date :	