

ACORN PARK

Job Description

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| Job Title: | Cook |
| Hours: | 37.5 hours per week, Monday- Friday |
| Location: | Acorn Park, Mill Road, Banham, Norfolk |
| Responsible to: | Facilities Manager |
| Reports to: | Cook Manager |

Acorn Park is a Residential and Day Special School offering care and education for students aged 4-19 years with Autism and either Moderate or Severe Learning Difficulties on a 52 week a year basis.

Job Purpose:

To support the Cook Manager on day-to-day basis and in the absence of the Cook Manager be responsible for the day-to-day management of the catering services at Acorn Park School.

Maintain a high standard of practice and hygiene in accordance with current quality standards, in all aspects of food preparation, which will contribute to the quality of care of each student.

General Responsibilities:

- To help prepare and cook main, vegetarian, desserts, cakes, salads and various diets from scratch to serve in two refectories as part of a rota system.
- To complete food, snack, cooking and picnic orders.
- To check off and put away deliveries.
- To serve food, wash up and clean down each refectory.
- Cleaning tasks- daily, weekly and monthly.
- To operate kitchen equipment safely.
- Assist in being responsible for the quality of catering provided, as directed by the Cook Manager work within the financial and operational standards required and maintain high levels of service to Acorn Park
- Assist with the responsibility for food procurement, supplier relationships and stock control and monitor standards to ensure provision costs are in line with budgetary requirements.
- In the absence of the Cook Manager ensure the day-to-day management and administration of the Catering Department is kept to a high standard of provision
- To support and assist the Cook Manager deliver Health and Safety in relation to staff and catering areas and ensure all requirements of food hygiene, HACCP and COSHH legislation are operated within the department. Undertake risk assessments for the department and promote compliance as required

- Share the responsibility for Menu planning; developing the 'Healthy Eating' diet for students, ensuring that dietary needs are met for students i.e. gluten free, coeliac
- In the absence of the Cook manager, manage and produce information with regard to developments within the catering industry and to keep abreast of new regulations that are associated with the food industry

Further responsibilities:

- Work effectively within the policies and procedures of Acorn Park School participating in appropriate processes, e.g. Appraisal, Continuing Professional Development, etc. Attend Meetings and training courses for your own continuing development as identified and required by Acorn Park.
- Abide by and work within the Management of Health & Safety at Work Regulations 1999
- Ensure the respect, dignity & rights to privacy of the children and young people as far as possible
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Principal of Acorn Park School

Clothing/Uniform:

- Full whites and shoes will be provided and laundered by Acorn Park.
- No jewellery or bejewelled clothing should be worn in any kitchen areas (a plain wedding ring band can be worn)
- No heavy perfume to be worn for work.

Other:

- With reasonable notice, to work additional hours in periods of staff absence and/or heavy work loads i.e. preparing refreshments for functions/events
- To ensure high levels of confidentiality at all times when dealing with sensitive material and information.
- To respect the dignity and confidentiality of our students at all times

Personal Specification:

- A qualification in Food Prep and Cooking is desirable.
- Experience in a hospitality setting is desirable.
- Sound knowledge of the HACCP system is desirable.
- Knowledge of autism would be an advantage and working with children.
- To be able to use your own initiative and be proactive.
- To be adaptable.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.