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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Cook

**Department:** Hotel Services

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Senior Chef

**Reports:** N/A

**Salary / Scale:** Support Spine - Band 5 – point 20 (£20,893.00 per annum)

**Date of Issue:** March, 2023

**Organisation Chart:**

Hospitality Manager

Cook

Senior Chef

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1. **Aims and Purpose of the Post**
   1. Assist with the smooth running of the main College Kitchen and the supervision of a range of staff employed to carry out catering duties
   2. The preparation and cooking of a range of meals, beverages and refreshments for serving both within the college dining room and help where needed at other catering outlets on campus.
2. **Specific Responsibilities**
   1. Preparing, cooking and serving of breakfast and evening meal and refreshments for the College Dining room.
   2. To deputise for the Senior Chef in their absence.
   3. Supervision of catering staff within the kitchen.
   4. Stock rotation of food within the catering department.
   5. To prepare and cook food for service at various other sales points around the College Campus if required.
   6. To be responsible for ensuring all food produced is clearly labelled with allergen content and that samples are taken of all cooked protein items, food is probed and temperatures are recorded correctly.
   7. To help control the cost of supplies in the kitchen and ensure a cost effective quality service is provided.
   8. To ensure the catering area is left secure at the end of your shift.
   9. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   10. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   11. To manage student conduct in accordance with College policies.
   12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   13. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   14. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   15. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Cook** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Catering Qualification or equivalent experience | X |  |
| Food Hygiene Certificate |  | X |
| Health and Safety Qualification |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within a catering environment | X |  |
| Experience of working with to high standard of Hygiene, and Health and Safety | X |  |
| **Ability/Skills** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Cooking Skills | X |  |
| Ability to establish good working relationships with staff acting as a role model | X |  |
| Ability to communicate effectively with staff at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team | X |  |
| Able to understand and carry out instructions | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Strong team player | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website