



Southwick Community Primary School

Shakespeare Street, Southwick, Sunderland SR5 2JX
Telephone (0191) 500 9554 - Fax (0191) 549 3822
Email: info@southwickprimary.co.uk



Head Teacher - Mr Christian Robson
Chair of Governors - Mrs Louise Kennedy

Job Description: Assistant Cook

Hours: 26 hours per week (term time only)

Contract type: Permanent

Salary: Grade 2 (£23,500.00 - £23,893.00 FTE pro rata to hours worked)

Reporting to: Cook in Charge / School Business Manager / Headteacher

Post to commence as soon as possible

The Governors are seeking to appoint a highly motivated and enthusiastic Assistant Cook to join our strong and very supportive team. The successful applicant will demonstrate a passion and flair for food and be creative, forward thinking and keen to assert their professional style. They will inspire the kitchen team by example, helping them to broaden their culinary awareness and abilities and thereby improve service standards.

The school operates a term time only service, which caters for approximately 400 people on a daily basis, with a variety of dietary requirements to adhere to.

We are looking for someone who:

- Is able to manage time effectively
- Is able to work both alone and in a team
- Has an awareness of health and safety procedures
- Has high expectations of themselves
- Is an excellent team player.
- Is able to communicate effectively in a wide range of situations.
- Punctual, reliable and trustworthy

Main Duties:

General duties will be determined by the Headteacher/School Business Manager/Cook in Charge and will include:

- Support the cook in Charge to plan and prepare school meals,
- Support leading a team of kitchen staff in the preparation, cooking and serving of school meals
- Assist with the planning of varied and nutritious menus in advance
- Support with the negotiation of best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service

- Assist with the management of food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Cleaning of the kitchen according to established routines
- Serving food ensuring that pupils are helped to make a balanced choice and that the correct portion control is made as per the National Nutritional Standards.
- Promoting the healthy school agenda and school initiatives
- Undertaking training to support the job
- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Erecting and putting away tables and chairs in the hall at the start and end of the lunch break
- Cleaning the hall at the end of the lunch break
- Cleaning the tables and chairs at the end of lunch break
- To undertake any reasonable duty at the request of the Headteacher/School Business Manager/Cook in Charge

Staff management

- Support with the supervision and deployment of catering staff to ensure efficiency and high-quality food provision
- Delegate tasks appropriately to staff, and assist with the smooth running of the team
- Promote morale and wellbeing among the catering staff
- Foster team building
- Carry out induction and training for new staff members

Health and safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- By notifying the Cook in charge /School Business Manager, arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

As a School we can offer you:

- Committed and dedicated staff that are driven to raising standards.
- A very supportive working environment

The post holder must:

- Act in compliance with the data protection principles in respecting the privacy of personal information held by the school
- Comply with the principles of the Freedom of Information Act 2000 in relation to management of school records and information
- Carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other school policies
- Comply with the Council's Health and safety rules and regulations and Health and Safety Legislation

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Application forms will be available on the school web site: www.southwickprimary.co.uk , by sending a large stamped addressed envelope to the School Office (*Please ensure the correct postage is used*) or a pack can be collected from the school office.

Hard or electronic copies of the application form should be forwarded to Southwick Community Primary School, Shakespeare Street, Southwick, SR5 2JX or info@southwickprimary.co.uk

Closing Date: 17th May 2024 NOON

Shortlisting: 17th May 2024 PM

Interview dates to be arranged: W/C 20th May 2024

Visits by appointment only are actively encouraged and can be arranged by contacting school on 0191 500 9554