



## Kitchen Cook

**Grade D Point 8 - Actual Salary £12,700**  
**39 weeks per year - 27.5 hours a week**  
**Permanent Contract**



**ACE Tiverton Special School** is a brand new, innovative co-educational free school designated to educate **secondary age pupils with Autistic Spectrum Condition (ASC) and/or SEMH needs**. ACE Tiverton is a learning family at the heart of the community that prepares our young people to be outstanding citizens. We are proud to be part of the ACE family and Multi Academy Trust and know that we will provide an excellent, personalised and supportive learning environment that enables all our students to thrive.

ACE Schools Multi Academy Trust was formally set up on 1st June 2016 with the aim of building on the solid foundation established by the previous PRU. ACE Schools operates from fourteen sites around Devon & Cornwall and provides education and support services throughout the community to support pupils to access education in schools, community centers, medical facilities or their own homes.

The successful candidate will be expected to prepare and cook lunch in the middle of the day for approximately 15 to 70 covers as our numbers grow. Breakfast Club is also a regular feature, before the day starts, in order to help engage our young people to begin their learning.

Healthy eating will be central to all our food and drink provision at ATSS. Teaching students how to make healthy lifestyle choices as well as expanding their taste and sensory experiences will be a standard part of our daily routines. Staff will consistently model safe social interaction skills and strategies for taking risks when trying new food and drink options. In addition to a breakfast club that will be run on arrival by students for students, lunch will be catered for onsite and students entitled to Free School meals will have a hot lunch every day. We will eat together 'family style' and encourage all our students to sit and eat in the first part of the lunch break. After this, there will be time for activities, socialising and refocusing on the afternoon learning sessions. A tuck shop provision, with healthy eating snacks and drinks, will be available as part of the reward system, students will be able to use their reward points to purchase snacks and drinks.

The successful candidate will have a range of catering experience working in a similar environment, whilst preparing, cooking and serving wholesome meals. They should take great pride in what they deliver and be passionate about cooking from fresh ingredients.

If you have the understanding of food hygiene regulations, are knowledgeable within the catering industry and have the desire to help make a difference to young people's lives by delivering a high standard of service and nutrition to our young people then we would like to hear from you.

**ACE Tiverton Special School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.**

*You will be required to undertake positive handling training as part of your induction. Essential qualification and person requirements should be met as per role profile to be considered for shortlisting.*

*For more an **application form**, information or informal discussion please contact Katherine Wildman, Recruitment Manager on 01752 396118 or email [recruitment@aceschools.net](mailto:recruitment@aceschools.net)*

**Closing Date:** 14<sup>th</sup> April 2020

**Shortlisting:** 15<sup>th</sup> April 2020

**Interview Day:** 20<sup>th</sup> April 2020



never give up.

<b>Job Title</b>	Kitchen Cook
<b>Reporting To</b>	Catering Manager
<b>DBS Check</b>	Enhanced

### Job Purpose

To support the production of fresh food in a hygienic environment and provide customer satisfaction at all times within all aspects. The post holder will have direct contact with our young people on a daily basis preparing, cooking and delivering fresh food at mealtimes.

### Decision Making

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations but the post holder will generally have access to their line manager for advice and guidance on unusual or difficult problems, there will be an element of sole working.

### General Duties

- Carry out the preparation, production and the delivery of fresh food, including special dietary requirements and allergies at mealtimes to children, staff and visitors.
- Responsible for basic bookkeeping, ordering a limited range of provisions, stock and stock control procedures in respect of the kitchen. Assist with this at other locations if required.
- Work within the legislation of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and 1995 and the Education and Inspections Act – Nutritional Standards for School Lunches 2006.
- Handle small amounts of cash.
- Support the monitoring of free school meals for the young people and duty meals for staff. Act as a key holder ensuring the kitchen is safe and secure.
- Ensure the working environment is safe and clean at all times.
- Promote the school meals service.
- Adhere to procedures for the repair and maintenance of heavy catering equipment.
- Responsible for food hygiene at all times, keeping accurate records at all times.
- Support in deep clean of kitchen working areas (additional hours if necessary).
- Undertake cleaning duties, food temperature testing and appropriate health and safety whilst keeping accurate records.
- Undertake other duties appropriate to the grade of the post and as directed by line manager.
- Be conversant with Microsoft Outlook, Word and Excel.

### Demands

- The post holder will stand or walk for most of the working time with a periodic requirement for high physical effort when lifting boiling pans and hot trays from ranges, cleaning work areas and handling stock.
- Working to deadlines is a daily feature of the role, such as the requirement to produce fresh food for mealtimes by a pre-set time which involves some work related pressure.
- Mental attention is required when ordering food and undertaking stock control duties.
- Concentration and alertness to the kitchen environment is required while using kitchen equipment and cooking food to identify and avoid hazards.



- There is time allocated within your contract to carry out deep cleans throughout the year.
- The role has direct contact with children who at times can display challenging behaviour with exposure to inappropriate language.

### **Working Conditions**

- The post holder has considerable exposure to environmental conditions in the school kitchen from extreme heat, chemical hazards and noise.
- The role involves considerable exposure to disagreeable, unpleasant and hazardous environmental conditions while in the kitchen preparing and cooking food as well as carrying out cleaning duties
- The post holder may hear or see challenging behaviour and profound language.

### **Experience, Knowledge and Qualifications**

#### **Essential:**

- Previous catering experience within a working environment.
- Experience in the preparation and production of food in a safe and hygienic environment.
- Certificate in Basic Food Hygiene.
- Knowledge of Food Hygiene regulations.
- Knowledge of Health and Safety, HACCP, COSHH.
- Understanding and experience of the operation of various types of kitchen equipment.
- Level 2/A\* - C GCSE equivalent in literacy and numeracy (for ordering stocks and supplies, keeping appropriate records and cash handling).
- Basic understanding of Word, Outlook and Excel.

#### **Desirable:**

- NVQ3 or equivalent in Hospitality & Catering or equivalent.
- Knowledge of catering within a school environment.
- First aid trained (will be provided if necessary).
- Manual handling trained (will be provided if necessary).
- Cash handling experience.

### **Skills and Technical Competencies**

- Considerable precision is required to complete physical activities such as chopping and measuring food/liquid and handling containers and pans.
- Mental skills to regularly solve problems themselves.
- Interpersonal skills required to exchange information both orally and in writing.
- Considerable demand for precision when using kitchen tools to prepare food.
- Communication skills required to tactfully convey information to pupils, staff and suppliers.
- Time and task management skills in order to prioritise work in an effective and productive way.
- Customer care skills used to respond to queries from parents, members of staff and pupils.

### **Academy Standards**

- In accordance with Academy policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, and the Academy's policies and procedures.
- Work within the requirements of the Academy's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.