



Kimberley
School



Cook One

Application Pack



Job description / person specification

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Job Summary	
Location:	The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000
Salary:	Grade 1 Scale 1-3: £20,258 - £20,812 per annum (full-time equivalent)
Job Summary:	Cook One Assisting the catering manager in the preparation, cooking, and serving of school meals; at breakfast, morning break or lunch time. Ensuring high standards of hygiene and cleanliness are maintained Ensuring the efficiency of break and lunchtime service
Application Form:	Our method of application is via an application form. CVs will not be accepted.

Job Description	
Job Title:	Cook One
Reports to:	Catering Manager
Responsible for:	<p>Assisting the catering manager in the preparation, cooking, and serving of school meals; at breakfast, morning break or lunch time.</p> <p>Ensuring high standards of hygiene and cleanliness are maintained</p> <p>Ensuring the efficiency of break and lunchtime service</p>
Main Responsibilities: <ol style="list-style-type: none"> 1. Assist in the production and cooking of morning break items: this will generally include making paninis, sausage cobs, baked pastries. 2. Traying up food for the following day: this will include sausages, waffles, chicken portions. 3. Assist in the cooking of food for lunch: this will include pizzas, paninis, "Love Joe's" (chicken products). 4. Serve students at break times (this could include breakfast, morning break or lunch time). 5. Clean and tidy: this will include doing pots/dishes, sweeping/mopping of floors, weekly cleaning (e.g. fridges, food containers). 6. A reasonable level of physical fitness is required - rearranging furniture in the dining room, pulling out fridges and freezers etc would be part of your duties. 7. Any other duties that the catering manager asks that isn't specifically listed, that is required by the school. This could include assisting other departments (e.g. midday supervisors), helping other schools in the close vicinity (if one of their staff is off sick). <p>Undertaking any other duties as may be reasonably requested within the competence of the post holder.</p>	

Person Specification	Essential	Desirable
Basic numeracy and literacy This is essential as you will be serving students who will ask their balance, how much they have left to spend for the day etc. The till system will also flash up any allergies that a student may have, so it is imperative that you are able to understand what these messages say.	✓	
Knowledge of working in a kitchen, hygiene regulations and management of health and safety would be advantageous, but full training will be given		✓
Holding a basic food hygiene certificate would be advantageous, but full training will be given.		✓
A friendly and helpful manner	✓	
An impeccable level of cleanliness and hygiene	✓	
A willingness to work effectively as a team and to work wherever the business needs you most.	✓	