



Blackburn Central HIGH SCHOOL

**Blackburn Central
High School**
Haslingden Road
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Job Description

JOB TITLE:	Cook – 2 nd in Catering Department
GRADE	Grade D Points 5 to 8 £19,312 to £20,493 per annum (pro rata) <i>(Actual salary approx. £16,608 to £17,624)</i>
HOURS	37 hours per week (7.00am to 3.00pm) Term time only
RESPONSIBLE TO:	Catering Manager
PURPOSE:	<ul style="list-style-type: none">• To provide and maintain a quality food and beverage service to customers.• To supervise and liaise with staff as instructed / appropriate.

DUTIES/TASKS

Food Production

- Produce a variety of quality breakfasts, break time snacks and lunchtime meals for students, staff and visitors, in accordance with healthy eating requirements, ensuring all food production is cost effective (currently 600 sales per day).
- Develop the present food service to provide more freshly produced menu options.
- Develop the present food service to provide a menu that reflects the diversity of our student population.
- Provide additional buffet services for training days, interviews, meetings on an ad hoc basis.
- Ensure efficiency in minimising wastage of food, disposables and energy.
- Demonstrate professional best working practices, positive attitude to your work, customers and colleagues.
- Ensure compliance with relevant school, Local Council and national policies and procedures.
- Comply with all food safety management principles and procedures.
- Maximise income through the development and promotion of the catering service.

Management of Staff

- In the absence of the Catering Manager, manage catering staff, ensuring all work together as a team and report any areas for concern.
- Support in developing all team members.
- Ensure all employees attend unit training and staff meetings.

Aspire and achieve

Stock and Equipment Control

- Be responsible for stock ordering and utilisation, producing monthly stocktaking reports, accounting for any shortfalls.
- Ensure effective stock rotation, ensuring food quality checks are monitored.
- Ensure correct storage of foods, chemicals and disposables.
- Be responsible for all catering equipment, ensuring all in good working order and compliant with health and safety legislation.

Administration & Promotion

- Ensure completion of all relevant tasks, including operation of the cashless catering system.
- Be responsible for menu planning and development, liaising with the Catering Manager.
- Plan effective displays for the dining area.

Other

- Work closely with the Catering Manager.
- Support and contribute to the ethos of BCHS.
- Take ownership for all tasks and duties delegated to you, ensuring they are completed to the agreed standard.
- Maintain a high standard of personal grooming throughout your entire shift, and adhere to the Trust professional appearance guidance.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- Have a clear understanding of the equal opportunity policy.
- Ensure full / correct PPE is worn / used as required.

It may be necessary to undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Person Specification - Customer Service Assistant (Catering)

Personal Attributes Required	Essential (E) or Desirable (D)	Assessed by: Application Form (AF), Interview (I)
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 in Catering or equivalent (E) • Level 2 Food Hygiene Certificate (E) <p>Exceptional candidates who are willing to work towards the required qualifications will be considered.</p>	<p>AF</p> <p>AF</p>
Experience	<ul style="list-style-type: none"> • Experience of working within a catering environment (2-3 years) (E) • Experience of working within a school environment (D) • Experience of using a till (D) • Experience of managing a team (D) 	<p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of current food hygiene legislation (E) • Intermediate HACCP certificate (D) • Knowledge of national nutritional food standards (D) 	<p>AF & I</p> <p>AF & I</p> <p>AF & I</p>
Skills & Abilities	<ul style="list-style-type: none"> • General catering & customer skills (E) • Ability to work under pressure (E) • Effective interpersonal and verbal communication skills (E) • Ability to work without close supervision (E) • Ability to work as part of a team or on one's own initiative (E) • Good organisation skills (E) • Ability to prioritise workloads and meet deadlines (D) • ICT Skills (D) • Ability to positively motivate staff (D) • Effective communication skills (E) 	<p>AF & I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF & I</p> <p>AF & I</p> <p>AF</p> <p>AF & I</p> <p>AF & I</p>
Other	<ul style="list-style-type: none"> • A real passion for food and cooking (E) • A willingness to learn and adapt quickly within a fast-paced environment (E) • Experience of working with young people (D) 	<p>AF & I</p> <p>AF & I</p> <p>AF & I</p>