

# Cook Primary School – Grade 4

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

Kirklees Catering Service provides high quality catering services to schools throughout our business portfolio. It also provides café and restaurant services in some commercial premises.

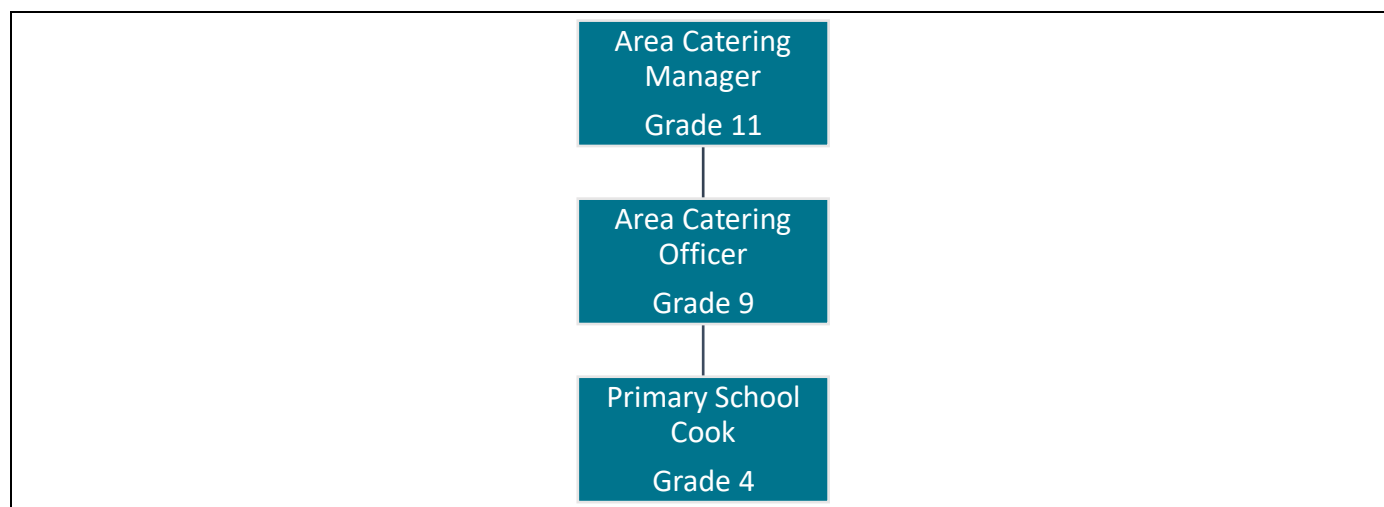
As a Primary School Cook, you will help to ensure that a high quality, customer focused catering service is delivered to all our customers in the establishments where we provide our services. In addition to providing the service on a day to day basis, you will be involved in providing theme days and other events to promote and develop the service.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- The main purpose of this role is to prepare, cook and present; in excess of 100 main meals and sweet items in our busy school kitchens. It is essential that meals are presented to the highest standards and delivery deadlines are achieved.
- The post holder will also assist the Catering Supervisor with all relevant paperwork.
- To undertake the duties of the Catering Supervisor in their absence including all paperwork.
- To work as part of a team that works hard to maintain high standards of cleanliness in the kitchen and dining room.
- Help to ensure that our customers are satisfied with our service, being friendly and helpful always and dealing with any complaints raised by customers.
- To work flexibly with the Supervisor to ensure smooth service delivery and high standards of food safety and health and safety are always maintained.
- Appropriate uniform must be worn which is provided.
- Observing all relevant Service and Council policies and taking part in training activities to support the development of yourself and the team.
- This is a physically demanding job which involves heavy lifting and long periods of standing in a hot, fast paced environment.
- Experience of the preparation and production of meals for a minimum of 145 customers daily, to agreed standards.
- To work cooperatively within your team to help achieve agreed objectives.
- To ensure the customer receives the right service in a timely manner.
- To manage your workload effectively to agreed levels of performance.
- To deliver the service to agreed standards, through effective use of materials.
- To put forward ideas for improving the service and support changes to the way things are done.
- To communicate effectively to encourage good relationships with customers and colleagues.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of the preparation and production of meals for a minimum of 145 customers daily, to agreed standards.	Essential
Administration Skills.	Essential
Ability to supervise staff.	Essential
Basic Food Hygiene Certificate or the ability to attain.	Essential
Knowledge and understanding or the ability to attain Food Safety and Food Allergy legislation are essential to this role.	Essential
Administrative skills to record information on Cypad Kitchen Manager (software used within our kitchens).	Essential
Willing to undertake Safeguarding training.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty

- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Venue Management	Grading ID	11020
Job ID	80100389	Last Updated	26/02/2021
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children	DBS Type	Enhanced & Barred
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	Lee Veevers-Fearnley		