



## JOB DESCRIPTION

### COOK

### PATTERDALE HALL

#### MAIN PURPOSE OF JOB:

To be responsible for the preparation, cooking and service of food, under the direction of the Patterdale Hall Residential Manager and/or in his absence the Patterdale Hall Manager, for the provision of catering services, in line with the requirements of the customer.

#### MAIN DUTIES:

- To be responsible for the efficient operation of the kitchen and related areas.
- Organise, motivate and manage the kitchen team.
- To prepare and cook food to the appropriate standard required in a safe and hygienic manner.
- Ensure the food safety of customers with special dietary needs by following the correct allergy procedures.
- To work closely with the other Cook and Residential Manager, in relation to catering requirements and the needs of the operation.
- To complete records in line with the local authority "safer food better business diary".
- To maintain appropriate Health, Safety and Hygiene standards in the areas of responsibility.
- To ensure the smooth running of the Kitchen and Dining room during service.
- To assist with on-going recruitment and training of kitchen staff.
- Assist in the ordering of food and catering consumables.
- Maintain correct food storage and stock rotation at all times.
- To work within the allocated budgets.
- Liaise with group leaders regarding timings, dietary needs, dining room procedures and any other requirements requested by the customer.
- To play a leading role in the development of the culture and ethos of Patterdale Hall as determined by the Patterdale Hall Manager.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



## PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Level 1 Cooking/Catering qualification e.g. NVQ 1 or City and Guilds 706/1	D	Application form
Level 2 in Food Preparation and Cooking or equivalent relevant qualification e.g. NVQ 2 or City and Guilds 706/2	D	Application form
Level 2 Food Hygiene Certificate (training can be provided if required)	E	Application form
Level 3 Food Hygiene Certificate	D	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working in a busy kitchen	E	Application form, Interview, Reference
Knowledge in the preparation and cooking of healthy, high quality meals for a range of customer needs.	E	Application form, Interview, Reference
Experience in a role dealing with customers, ideally both adults and children	D	Application form, Interview, Reference
Experience in managing Health and Safety issues	D	Application form, Interview, Reference
Experience of developing customer focused and service delivery initiatives	D	Application form, Reference, Interview

PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Be able to communicate at all levels	E	Interview, Reference
Methodical and organised approach to work	E	Application form, Interview, Reference
Ability to work unsupervised and able to work on own initiative	E	Application form, Interview, Reference
The ability to produce nutritious, economical and well-presented meals	E	Application form, Interview, Reference
Able to work calmly under pressure	E	Application form, Interview, Reference
Able to work within a team, and the ability to form good relationships with other staff	E	Application form, Interview, Reference
Conscientious and hardworking	E	Application form, Interview, Reference
Caring and kind especially in relation to children	E	Interview, Reference



## TERMS AND CONDITIONS

### COOK

### PATTERDALE

#### SALARY

The salary will be between point 11 and point 15 on the Bolton School Support Staff Salary Scale, currently £21,966 and £23,776 per annum, (increasing to £22,405 and £24,252 per annum from 01 September 2021), dependent on skills and experience.

#### HOURS OF WORK

On average 37 hours per week, working split shifts on a rota basis between Monday and Sunday, all year round.

#### HOLIDAY

28 days annual holiday, some holidays may be required to be taken on public holidays and during a close-down at Christmas and New Year.

#### LIVE-IN ARRANGEMENTS

Upon choosing to reside at Patterdale Hall, a monthly deduction will be made from the salary payment at the end of each month. The actual amount to be agreed with the Patterdale Hall Manager.

#### LINE MANAGEMENT

Residential Centre Manager

#### PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.

#### OTHER BENEFITS

- Inspiring location
- Food provided while working
- Life Assurance cover up until the age of 65
- Employee Assistance Programme offering support through any of life’s issues or problems
- Training and development opportunities will be offered
- Self-contained accommodation available

- Great place to work!

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.