

Job Description: Academy Cook

Reporting to:	Lead Catering Manager
Location:	Ark Putney Academy
Contract:	Permanent
Working Pattern:	Monday to Friday 36 hours per week, 39 weeks per year (term time only)
Salary:	Ark Support scale 6 point 12, £32,148 pro rata - Actual salary for term time only is £27,652

The Role

As Academy Cook you will be responsible for preparing and cooking a daily changing menu (breakfast and lunch) to cater to our diverse school community. The role will include all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

Key Responsibilities

- Preparation and cooking of a varied range of nutritious food for students and staff at mealtimes
- Serve the food to an exceptional standard and interact with the staff and pupils in an appropriate, knowledgeable and helpful way at all times, in particular with regard to allergens and other dietary requirements
- Assist in the sale, service and clearing of all food, beverages and utensils
- Deputise in stock ordering and menu creation
- Handle cash as required under supervision and/or operate a cashless till and any other items of catering machinery or equipment, as directed
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Academy Cook

Qualifications

- Professional catering qualifications
- Health & Safety and Food Hygiene qualification L3, desirable
- First Aid qualification, desirable

Knowledge, Skills and Experience

- Experience of working in a busy kitchen
- Experience of catering in large quantities within a school setting, desirable
- Experience of working with children, desirable
- Someone with a flair for creating exciting and inviting puddings and desserts

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Friendly, calm and approachable, even under pressure

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check
- Requirement to complete Fire Marshal training

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.