

Job Description

Job Title: Cook I (2.5 hours per day 09:00 to 11:30)
SMSA (2 hours per day 11:45 to 13:45)
Reporting to: Catering Manager/HR Business Assistant **Grade: I, 38 weeks per year**

Overall purpose of the post:

To ensure that the well-being, health and safety of students is maintained at lunchtime. To undertake basic preparation of food and beverages. To undertake general cleaning duties.

Main duties and responsibilities:

- Ensure acceptable standards of behaviour are maintained during the lunchtime period
- Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
- To supervise students in the dining hall
 - Ensure all students remove outdoor clothing
 - Supervise students coming into the dining hall and collection of food
 - Supervise students going to the dining tables
 - Supervise students clearing trays
- Ensure positive relationships are made with students during the lunchtime period
- Supervise students in other areas of the site as directed by the Senior Midday Supervisor
- Supervise students' safety in the serving area
- Work positively with students to prevent them removing food and drink from the dining areas
- Ensuring that the environment is clean and clear from slip hazards in both dining areas
- Cleaning and clearing tables in both dining areas
- Empty bins and ensure dining areas are free of litter
- Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour
- Support the catering staff where needed
- Supervising students in outside areas
- Undergo appropriate training
- Attend weekly meetings of the Midday Supervisors
- Undertake basic preparation of food and beverages, such as vegetables, salads, sandwiches, snacks, desserts, sauces, gravies and custards etc
- Undertake general cleaning duties such as washing up, cleaning surfaces, equipment, dining areas and storage areas

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.