



A learning & caring community where individuals are valued

Job Description

1. **Job Title:** Cook
2. **Responsible to:** House Manager
3. **Hours per week:** As per Contract of Employment
4. **Weeks per year:** As per Contract of Employment

5. **Role Summary:**

To prepare, cook and present wholesome and home-cooked meals for one of our residential houses of between 20 and 30 students and staff and occasionally cook or bake for special events. Meals are to be planned and organised in advance; the meals are to be predominately seasonal and local produce, well balanced, and in adequate proportion to the number of those eating in the house(s); the kitchen is to be at all times well organised, clean and a healthy and pleasant environment to work in.

6. **Summary of Duties and Responsibilities:**

- In collaboration with students and staff team, suggest and devise creative, wholesome and nutritious meals (including special diets, allergens and vegetarian).
- Creatively incorporate meal suggestions from the students.
- Gather and check all ingredients prior to starting a meal for freshness and suitability and inform the House Manager if any ingredient is missing, out of date, or spoiled.
- Ensure strict adherence to food hygiene and safety regulations and best practice e.g. ensuring that all surfaces are clean, all vegetables and fruit are washed, all meat is fully defrosted prior to starting the meal and that there is strict compliance with food storage and segregation regulations.
- Record the full menu in menu log book.
- Start meal preparation and cooking in good time to ensure readiness.
- Follow The Sheiling Ringwood Health and Safety Policy.
- Ensure that sharp cooking knives are washed separately and stored securely in a safe place.
- In conjunction with cooking or on completing the meal, to tidy the kitchen, wipe down all surfaces, wash up all cooking implements, and sweep the floor.
- Present the meal on time in suitable dishes and with suitable serving implements.
- Monitor stock and provisions, informing your House Manager in a timely manner if any stocks are getting low and/or if there are any special orders required for future meal preparation.

7. Additional Duties and Responsibilities:

- Attend required mandatory training outside term time.
- Enrol and complete a Level 3 Food Safety and Hygiene in Catering for Cooks, if not obtained previously.
- Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of the Sheiling Special Education Trust.

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

The Sheiling Special Education Trust reserves the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its charitable business.

Person Specification - Cook

Criteria	Essential	Desirable	Assessment method(*)
Qualification, Education and training		Level 3 Food Safety and Hygiene in Catering for Cooks (or equivalent).	AF/R
Knowledge and understanding	- Principles of Safeguarding - Principles of nutrition management - Special dietary need - Principles of Allergens - Principles of Food Hygiene and Safety	Principles of maintaining professional boundaries	AF/I
Experience	Experience of planning menus and delivering a variety of meals to large groups of people.	- Working with special dietary needs - Working in an SEN environment	AF/I
Technical skills	Ability to cook a range of homestyle meals and use a range of catering skills	- Signalong - PECs - Total Communication	AF/T/I
Interpersonal skills	Communicates effectively and appropriately with people who may have widely differing levels of communication abilities Able to establish and develop effective and productive relationships with student, colleagues.		I
Motivation and aptitude	Demonstrable suitability to work with children and young adults with complex support needs		I/R

	Patient and calm particularly at times of pressure. Offers creative solutions and include student into meal preparation and choices. Provides a positive role model. Resilient to periods high/demanding emotional intensity. Demonstrable commitment to own CPD		
Other			I/R

(*) Assessment method

AF - Application form

I - Interview

D - Documentary evidence

R - References