A learning & caring communitywhere individuals are valued

Job Description

1. **Job Title:** Cook
2. **Responsible to:** Independent Living Skills Coordinator
3. **Hours per week:** 20 (Mondays to Fridays)
4. **Weeks per year:** Term time
5. **Job Location:** Sheiling School, The Sheiling Ringwood, Horton Road, Ashley, Ringwood, Hants. BH24 2EB

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

This post constitutes 'regulated activity' as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 as a consequence an enhanced DBS (Disclosure and Barring Service) certificate and Children and Adults Workforce Barred check will be required.

6. **Role Summary:**

To prepare, cook and present wholesome meals for day students in school. Meals are to be planned and organized in advance; the meals are to be predominately organic, 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 organized, clean, and a healthy and pleasant environment to work.

7. **Summary of tasks and duties:**

- In collaboration with students and colleagues, suggest and devise creative, wholesome and nutritious meals (including special diets and vegetarian)
- To support student in the preparation of meals with support from TA and or SW
- To support students as part of work experience internal placements
- Initiate opportunities to 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prior to starting a meal for freshness and suitability and inform the House Coordinator if any ingredient is missing, out of date, or spoiled.
- ensure strict adherence to food hygiene and safety regulation and best practice eg 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.

- provide for in advance any special dietary needs as part of meal planning—if there are any doubts, consult the Independent Living Coordinator.
- Follow procedures for safety around allergens including labelling food so that any allergens contained are highlighted.
- Start meal preparation and cooking in good time to ensure readiness.
- Follow The Sheiling Ringwood's 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.
- Monitor stock and provisions. Inform your line manager in a timely manner if any stocks are getting low and/or if there are any special orders you require for future meal preparation.
- Attend staff meetings, briefings, reviews, planning meetings, training and development.

8. Additional duties and responsibilities:

- *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 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

Criteria	Essential	Desirable	Assessment method(*)
Qualification, Education and training		NVQ L2 or(or equivalent) higher in Food Hygiene and Safety NVQ L2 (or equivalent) in Hospitality and Catering	Application form and reference
Knowledge and understanding	• Principles of Safeguarding • Principles of nutrition management • Special dietary need • Principles of Food Hygiene and Safety	• Principles of maintaining professional boundaries	Application form and interview
Experience	Experience of planning menus and delivering a variety of meals to large groups of people within a tight budget	• Working with special dietary needs • Curative Education experience • Working in an SEN environment	Application form and interview
Technical skills	Ability to cook a range of meals and use a range of catering skills	• Signalong • PECs • Total Communication	Application form, Tests and interview
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 and parents		Interview
Motivation and aptitude	Demonstrable suitability to work with children and young adults with complex support needs		Interview and references

	Patient and calm particularly at times of pressure. Passionate in seeking to maximise opportunities for students to develop themselves Offers creative solutions Seeks out constructive ways to resolve problems, conflict or differences in professional judgement Provides a positive role model for students and less experienced peers Resilient to periods high/demanding emotional intensity. Demonstrable commitment to own CPD		
Other			Interview and references

(*) Assessment method
A – Application form
T - Test
I - interview
D – Documentary evidence
R - References