

JOB TITLE **Cook – Outdoor Learning Centres (Kent)**

Service: The Education People – Outdoor Learning Service

Salary: FTE TEP 5 £19,510 - £22,037

Reporting to: Line Manager

Purpose of Role:

Provide an efficient catering service to clients including directing kitchen staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities: Cook – Outdoor Learning Centres (Kent)

- Plan and cook meals within nutritional and dietary guidelines, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice (including meeting specific dietary needs of clients).
- Direct the day to day work of the kitchen team when on shift, and provide supervision sessions to ensure the function performs to appropriate high standards.
- Ensure expenditure is kept within authorised budget limits by completing, stock sheets, periodic stock taking, timesheets, etc. to ensure policies and procedures are adhered to.
- Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
- Organise and undertake on the job training and support for new kitchen staff to ensure a high standard of service is maintained.
- Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
- Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe and hygienic working environment.
- Cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
- Attend training courses as required and assist in the training of other catering staff as directed.
- Undertake domestic cleaning and general centre maintenance duties as required.
- The role requires lone working and some weekends as required.
- To travel between outdoor centres in Kent.

Annex B: Person Specification

	MINIMUM
QUALIFICATIONS <i>(if essential)</i>	<ul style="list-style-type: none"> • Good written and numerical skills • NVQ Level 3 in Catering (equivalent experience and/or NVQ level 2 will be considered) • Food Hygiene Level 2 certificate, working or willingness to work towards Level 3 • Basic awareness of COSHH
EXPERIENCE	<ul style="list-style-type: none"> • Experience of cooking and catering for large groups (20-150) • Experience of using a range of catering equipment and appliances • Previous experience of working in a commercial kitchen environment • Experience of managing and maintain catering and domestic stocks and supplies, including stock taking and ordering.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • The ability to travel between outdoor centres in Kent in a timely and flexible manner at various times of the day is essential • Ability to assist in planning suitably nutritious meals including special dietary needs • Able to organise own and other's workloads in order to achieve the job outcomes • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Able to deal with problems and to identify which problems should be referred to managers • Ability to respond appropriately when faced with difficult situations or when handling enquiries and complaints.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of Health, Safety & Environmental policies particularly with regard to catering, food hygiene, domestic • Understands customer care and able to apply the customer's needs to the development of the service • Understands how to delegate tasks to others in the team • Knowledge of basic budget management relevant to the job i.e. stock and portion control • Able to promote a positive Health and Safety culture within the workplace

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.