



Job Title: Kitchen Supervisor / Cook
Responsible to: Head Teacher
Responsible for: Kitchen Team (day to day)
Department: School Kitchen

Job Summary:

Responsible for preparing, cooking and serving food daily to the children and staff at Talbot House. This role involves working with the team, as well as working independently, to ensure the smooth running of the kitchen. The team will be expected to set high standards of health and hygiene, support each other in the daily procedures and routines, and to ensure that meals are served on time. The whole team are expected to cover all duties required in the kitchen when required.

Job Description:

The normal duties of the post holder will usually include the following:

- Manage the deliveries of all food and kitchen items, storing food at the appropriate temperatures, replenishing and rotating stock as required, using first in – first out (FIFO) method of stock rotation where applicable.
- Preparation and cooking of food and ingredients to create healthy school meals and or packed lunches.
- Assist with service of food at mealtimes.
- Pro-actively clear and sanitise work surfaces within the kitchen area to include work surfaces and storage areas.
- Check and assist with the set-up of all food service areas, ensuring you adhere to food hygiene standards and procedures, assist if required.
- Always follow food hygiene best practice guidelines and internal kitchen procedures.
- Ensure that health and safety regulations and relevant legislation is adhered to at all times.
- Use equipment safely and in line with operating procedures to ensure items are maintained correctly.
- Take part in training, and, if required, train members of the kitchen team, on the correct use of kitchen equipment, as necessary.
- Ensure kitchen equipment is used and maintained correctly. Reporting any defective equipment to your Line Manager without delay.
- Maintain a high standard of hygiene in all kitchen and dining areas, including equipment within any rooms and areas where catering has been provided.
- Share our commitment and values and promote healthy eating.

Other:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- Be a strong role model for pupils and the team.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.

- From time to time, young people will be risk assessed to allow them to participate in certain projects as part of work experience.
- Participate in training, other learning activities and performance development as required.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above. If you have any queries regarding this position or the application process, please contact HR on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk For safer recruitment reasons we are unable to accept CVs.

Note: The Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). Our roles are exempt from the Rehabilitation of Offenders Act 1974, and therefore applicants should be aware that the role will only be offered to successful candidates, subject to an Enhanced DBS check, as well as other employment checks and continued subscription to the DBS Update Service.

Amendments to the Exceptions Order 1975 (2013, 2020 and 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice [website](#).

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. It is a criminal offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately. Short-listed candidates will be asked to provide details of all unspent cautions and convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their self-declarations and references will be addressed at interview. If you have any queries regarding this position or the application process, please contact HR on 0191 229 0111 or email us at hr@talbothousecc.org.uk

Personal Specification:

Essential and desirable criteria for the role and where to evidence		Essential / Desirable	Evidenced
Qualifications, Training, Knowledge & Experience			
1	No specific educational qualifications are required	N/A	N/A
2	Previous experience of working as a cook in a school kitchen	E	A/I
3	Experience of creating healthy school menus to budget	D	A/I
4	Previous experience of supervising a kitchen team	E	A/I
5	Experience of working to budget	D	A/I
6	Previous supervisory experience of a small team	E	A/I
7	Level 3 Food Hygiene	E	A/I
8	Working knowledge of health & safety within a kitchen environment	E	A/I
9	COSHH Training & Awareness	E	A/I
10	Experience of kitchen inspections	D	A/I
Skills & Abilities			
10	Ability to prioritise work and manage time effectively	E	A/I
11	Ability to follow instructions	E	A/I
12	Able to support, mentor, supervise and direct staff as required	D	A/I
13	Ability to follow legislation and work safely	E	A/I
14	Self-motivated and able to use own initiative	E	A/I
15	Ability to maintain high standards of cleanliness	E	A/I
Personal Qualities			
16	Clean and smart appearance	E	I
17	Demonstrates a resilient and calm persona	E	I
18	Promotes safeguarding and welfare of children and young people	E	A/I
19	A good sense of humour	E	I
20	Enthusiasm, energy, integrity, and a positive outlook	E	A/I
21	Be flexible to changing demands of the post (duties and availability)	E	A/I
22	Good role model with a can do attitude	E	I
23	Work as an individual	E	A/I/R
24	Work as part of a team	E	A/I/R
25	Ability to communicate clearly with a wide range of people	E	A/I/R
26	Willingness to complete further training / qualifications as required	E	A/I
27	Full manual driving licence (ideally clean), and a willingness to collect items as required to ensure the smooth running of the kitchen	D	A
Other			
28	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference