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**HUNTERHOUSE COLLEGE**

**APPOINTMENT OF ASSISTANT COOK**

**INFORMATION ABOUT THE POST**

The Board of Governors of Hunterhouse College invites applications for the position of Assistant Cook to commence in August 2019.

Reports to: Catering Manager

Hours: 32 ½ hours per week term time, 8 a.m. – 3 p.m. Monday – Friday, plus three days after students leave for summer holidays and one week before teaching staff return.

Salary rate:NJC points 3 - 4 currently £9.39 to £9.58 per hour

**QUALIFICATIONS AND EXPERIENCE**

**Essential Criteria**

Applicants must at the closing date:

1. hold a minimum of the level 2 Certificate in Food Safety (or equivalent or higher); and
2. hold a minimum of NVQ Level 2 Diploma in Professional Cookery (or equivalent or higher) and have a minimum of one year’s catering experience of preparing, cooking and serving meals in a school or a similar large-scale catering outlet producing at least 100 meals daily **OR** have a minimum of two years’ catering experience of preparing, cooking and serving meals in a school or a similar large-scale catering outlet serving at least 100 meals daily

**Desirable Criteria**

It is desirable that applicants at the closing date:

1. hold a minimum of the Level 1 Award in Nutrition (or equivalent of higher): and/or
2. have experience of a Cashless System
3. Experience of supervising staff
4. Experience of administration including placing orders and stock control
5. **JOB PURPOSE**

To assist the Catering Manager in all activities concerned with the efficient and effective delivery of a catering service.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within Redwood Restaurant.

1. **DUTIES AND RESPONSIBILITIES**
   1. **Service Delivery/Operational Issues**
      1. Skilled cooking activities connected with the full range of meals (for example assist with the preparation of menus, portion control, the provision of the special dietary meals and function catering where appropriate)
      2. To assist with:
2. Record keeping
3. Control of hygiene, health and safety in the kitchen including recording of temperatures
4. The direction and/or shared supervision of other employees
5. All duties involving the till operation
6. All aspects of the vending machines.
   * 1. To assist with the food service to include all aspects, service points and transportation of meals.
     2. Associated administrative duties as required which may include assistance with:
7. The planning of meals
8. Stock-taking, including the organisation of stores and fridges and receipt of deliveries
9. General kitchen management in the absence of the Catering Manager
10. Cash handling duties where appropriate
11. General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment
12. Assist in the promotion of the service to parents, staff and customers to increase the uptake
13. Securing of premises as required
14. Duties as delegated with service provision.
15. **GENERAL CONDITIONS**
    1. All duties must be carried out to comply with:
16. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements:
17. Codes of Practice
    1. All duties will be carried out in the working conditions normally inherent in the particular job.
    2. All necessary administration must be completed as required.
    3. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**Probationary Service**

The first 26 weeks of service will be probationary, at the end of which, subject to a satisfactory report by your Line Manager, your appointment will be confirmed. If you do not maintain the required standard of performance, conduct or regular punctual attendance during the probationary period (or any period of extension agreed by your Line Manager), the College reserves the right to terminate your employment during, or at the end of, the probationary period.

**Please Note**

The Board of Governors reserves the right to enhance the essential criteria if necessary in order to facilitate a manageable shortlist.

The onus is on the applicant to provide sufficiently detailed information on their application form in order to fully demonstrate how they meet each of the specified criteria. The Shortlisting Panel is not able to make assumptions in the absence of essential information.

**APPLICATION PROCESS**

Applicants for this post are asked to complete an application form along with a short letter stating their wish to be considered for the post. A separate Curriculum Vitae will not be considered and must not be submitted with the application. No additional pages should be submitted with the application form.

The closing date for applications will be **12.00 noon on Friday 21st June**.

Applications should be sent to:

Mrs Rachel Kirk-Smith

Principal’s PA

Hunterhouse College

Upper Lisburn Road

Belfast BT10 0LE

Late applications will not be considered under any circumstances.

Canvassing of any kind will lead to disqualification.

Applicants who are invited for interview will be expected to meet their own travelling expenses.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Hunterhouse College is an equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post. The successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure. (See www.accessni.gov.uk)

**APPOINTMENT PROCESS**

A shortlist of applicants to be interviewed will be drawn up and it is anticipated that interviews will be held during the week beginning 24th June 2019.