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| small crest 2009 | ASSISTANT COOK **Ref: AC/10/21** |

**INFORMATION ABOUT THE POST**

The Board of Governors of Hunterhouse College invites applications for the position of Assistant Cook to commence in November 2021.

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 £9.65 to £9.84 per hour

**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.

**DUTIES AND RESPONSIBILITIES**

**Service Delivery/Operational Issues**

* + - 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)
    - To assist with:
* Record keeping
* Control of hygiene, health and safety in the kitchen including recording of temperatures
* The direction and/or shared supervision of other employees
* All duties involving the till operation
  + - To assist with the food service to include all aspects, service points and transportation of meals.
    - Associated administrative duties as required which may include assistance with:
* The planning of meals
* Stock-taking, including the organisation of stores and fridges and receipt of deliveries
* General kitchen management in the absence of the Catering Manager
* Cash handling duties where appropriate
* 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
* Assist in the promotion of the service to parents, staff and customers to increase the uptake
* Securing of premises as required
* Duties as delegated with service provision.

**GENERAL CONDITIONS**

* + All duties must be carried out to comply with:

1. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements:
2. Codes of Practice
   * All duties will be carried out in the working conditions normally inherent in the particular job.
   * All necessary administration must be completed as required.
   * 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.

**Pension**: The successful applicant will be automatically enrolled into the contributory Northern Ireland Local Government Officers’ Pension Scheme (the employer contribution rates are currently 19.5%).

**Probationary Service**

The first 26 weeks is defined as a probationary period.

**Essential Criteria for appointment**

Applicants must:

1. hold a minimum of the Level 2 Certificate in Food Safety (or equivalent or higher) or have a willingness to obtain this; and
2. hold either a City and Guilds Level 2 Diploma in Professional Cookery (or equivalent or higher) **AND** have a minimum of six months’ catering experience of preparing, cooking and serving meals

**OR**

have a minimum of two years’ catering experience of preparing, cooking and serving meals in a school or other large-scale catering outlet

**Desirable Criteria for appointment**

It is desirable that applicants:

1. hold one of more of the following:
2. Level 3 Award (or higher) in Supervising Food Safety in Catering (Chartered Institute of Environmental Health) or an equivalent qualification;
3. Level 3 NVQ Diploma (or higher) in Professional Cookery (City and Guilds) or an equivalent qualification:
4. Level 1 Award (or higher) in Nutrition (Chartered Institute of Environmental Health) or an equivalent qualification
5. have experience of a Cashless System
6. have experience of supervising staff
7. have experience of administration including placing orders and stock control

Depending on the number of applications for this post, the school reserves the right to upgrade the desirable criteria to essential criteria, for the purposes of short-listing.

The **closing date** for applications is **12.00 noon on Monday, 1st November. Late applications will not be accepted.** Interviews will take place as soon as possible thereafter.

**Applicants must complete the Hunterhouse College application form. The application must also be accompanied by the Fair Employment Monitoring Form.**

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.

Hunterhouse College adheres to the Department of Education’s Guidance on Child Protection which relates to working with children and young people in educational settings. The successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure. (see www.accessni.gov.uk)

Hunterhouse College operates a no-smoking policy in all areas of the campus.

A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are compelling reasons for extending the period. The Board of Governors reserves the right to appoint an alternate from the reserve list, without re-advertisement, for such future vacancies.