



Shebbear College, Devon

Cook

Shebbear College are looking to appoint a Cook to assist with the preparation, delivery and service of all meals as required by the college. This is a busy, hardworking kitchen and you will be required to assist in the service and preparation of around 400 meals per day.

The contracted working hours are 6:45am – 2:15pm for two days a week term time (7 hours paid). You will also be required to work alternate weekends (term time), on a rota basis, one weekend day 9:30am – 7pm. (9 hours paid).

We also hold summer schools and residential periods during school holidays and these will be paid as overtime and on a rota basis. Training and uniform will be provided.

Shebbear College is a small (350 pupils from 3-18) co-educational independent day and boarding school set in 85 acres of North Devon countryside. The school benefits from the security and camaraderie of its membership of MIST (the Methodist Independent Schools Trust). It enjoys a sound financial base.

BENEFITS OF SERVICE

- In addition to working in a small friendly school in a stunning rural location we will offer a competitive remuneration package which also includes:
- Uniform provided
- Free lunch and refreshments during term-time
- Longer school holidays than the maintained sector
- Medical centre on site during term time
- Free use of the School facilities such as gymnasium

APPLICATION PROCESS

Further details about the College and an Application Form and Job Description are available at www.shebbearcollege.co.uk/jobs

We do not accept CVs. No agencies please.

All applicants must complete the Shebbear College Application Form (please ensure that your referees include your current or most recent employer) and send with a covering letter to:

Mrs Andrea Stairs
HR Manager
Shebbear College
Shebbear
Devon
EX21 5HJ

Email: astairs@shebbearcollege.co.uk

Phone : 01409 282000

Shebbear College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



SHEBBEAR COLLEGE

Job Description: Cook

Reporting to: Catering Manager

Accountabilities:

- To assist with the preparation, delivery and service of all meals as required by the college in an efficient and courteous manner and to the standard as laid down by the catering manager and to ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service.
- To carry out a daily service audit and record keeping in line with the school's Food Hygiene & Safety policies to the frequency and level required and to ensure all work areas and surfaces are as clean and tidy as is practical at all times, especially at the end of the day/shift.
- To assist in implementing and maintaining Statutory and School standards of hygiene, health & safety and take any action as is necessary.
- To assist management when required with planning menus, rotas, orders. To assist in ensuring deliveries are received in good order, checked against delivery notes, stored correctly, and any shortages and/or damages reported to the catering manager immediately.
- To ensure that all food is prepared with due care and attention, particularly with regard to customer's special dietary requirements such as allergy or religious/cultural needs.
- To assist in implementing and maintaining the service for Hospitality activities as and when they might arise.
- To ensure a high level of personal presentation that includes uniform, hair, jewellery, personal hygiene etc. as set out by the catering manager and school policies.
- To attend meetings and training courses as required.
- To promote a friendly working relationship with all members of the school community, and to promote a positive image to guests and visitors.
- To take all necessary steps to ensure maximum security of the kitchen, stores, dining room when on duty.

Knowledge, skills and experience:

- Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene.
 - Positive approach to learning in role and identifying own training needs as appropriate.
 - Self-motivated.
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- Sense of own initiative.
- Ability to work effectively as part of a team.
- Flexible approach to role.
- Good interpersonal skills and ability to communicate effectively with customers, clients, and staff.
- Good time management and organisational skills.
- Ability to work well under pressure.

General Duties

- Uphold the ethos, aims and objectives, reputation and good name of the College.
- To be in sympathy with the College's Christian foundation.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities, depending on the needs of the College.
- Shebbear College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.