

**Parrs Wood High School**  
**Wilmslow Road**  
**East Didsbury**  
**Manchester**  
**M20 5PG**  
**Tel. 0161 446 8640**  
**www.parrswood.manchester.sch.uk**  
**email: recruitment@parrswood.manchester.sch.uk**

## **School Assistant Cook**

**35 hours per week, term time only plus three weeks**

**Grade 2 £15,639 to £15,968**

**(Actual starting salary will be approx. £14,000 pa.)**

Parrs Wood High School is a thriving and popular secondary school in South Manchester with a richly diverse and truly comprehensive student body which has been judged by Ofsted to be good in all areas.

We are seeking to appoint a School Assistant Cook to work as part of a team within the school who provide high quality support to staff, students and the wider community. Under the direction of the Catering Manager the post holder will provide a school catering service that provides nutritious, well balanced and value-for-money meals for staff and pupils each day.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS Check.

Further information and application form can be downloaded from the school website: <http://www.parrswood.manchester.sch.uk/vacancies/index.html>

Closing date for applications is: 12:00 noon on Friday 3<sup>rd</sup> November 2017

Parrs Wood High School

School Assistant Cook

35hrs per week, term time only plus 3 weeks

Grade 2 (£15,639 - £15,968 pro rata)

Actual starting salary approx. £14,000

**Main purpose of the post:**

Under the direction of the Catering Manager the post holder will provide a school catering service that provides nutritious, well balanced and value-for-money meals for pupils each day.

The post holder will begin their day by checking they have all the ingredients necessary for the days planned menus. Following the rotas provided.

The post holder will usually work from 7.10am to 2.40pm with a 30 min lunch break.

**Specific duties include:**

To assist the Catering Manager with the planning of nutritious, well balanced school meals.

To assist the Catering Manager with the preparation and cooking of the school meals.

To assist with kitchen cleaning and the cleaning of equipment used by catering staff.

To ensure a good standard of hygiene in the kitchen at all times.

To assist with the serving of meals and the washing up and tidying after meals.

To assist the Catering Manager with book-keeping, stock control and the ordering of new stock.

To assist the Catering Manager with the management of the school's cashless catering system.

To assist the Catering Manager with Health and Safety and other relevant training .

In the absence of the Catering Manager assist the Cook Supervisor to take control of the management of the kitchen.

To undertake relevant training when required.

To assist with special functions which take place in the school that require a refreshments/ catering service outside of school hours, at weekends and during school holidays etc.

To undertake other duties that may be reasonably assigned by the Head teacher.

## **Parrs Wood High School - School Assistant Cook Person Specification**

Previous relevant catering experience within the catering industry.

To have recognised catering qualifications (previous relevant catering experience may be accepted in place of formal qualifications).

Basic Food Hygiene Certificate

Ability to operate under pressure, prioritise work, meet deadlines and take responsibility for personal actions.

Ability to work without supervision and work on own initiative.

Have a high level of personal organisation

Good communication and inter-personal skills.

Ability to work as part of a team.

Exhibits a willingness to work in any situation.

Have good timekeeping and maintain regular attendance.

Have a cheerful and friendly disposition.

To wear the school catering uniform and comply with the catering dress code.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS check.

To comply with the school No Smoking Policy.