

Job Description

Assistant Cook NE02/19



Position:	Assistant Cook (Ingestre Hall)
Team:	Domestic
Start Date:	September 2019
Salary Range:	£9.18 per hour with enhanced rates for weekend working at £12 p/h
Employment Type:	Contracted 18 hours per week

About Ingestre Hall Residential Centre

At Ingestre Arts, we aim to be recognised as a national centre of excellence where children and young people are inspired to achieve their full potential in an aspirational environment, and where creativity and sense of self is valued and encouraged to blossom.

Newave Education works in a strategic partnership with Ingestre Hall to provide high quality residential experiences to Children and Young people within the Arts.

Ingestre Hall is part of Sandwell Residential Education Service which delivers a unique range of transferable learning experiences through outdoor exploration, adventure and creative arts. We exist to provide sustainable lifelong learning opportunities for children, young people and adults to become happier and more successful.

<https://www.ingestrearts.org.uk/about-us/>

About Newave Education

Newave Arts Education is an award winning independent organisation that specialises in creative learning experiences and educational support services. The organisation works with schools, academies and other education establishments to support with raising the standard of teaching and learning by embedding creative arts into the heart of the curriculum.

Newave is committed to fulfilling its duty to safeguard and promote the welfare of Children and Young People. This position is subject to an Enhanced DBS check and satisfactory completion of induction and selection process in line with our Child Protection and Safeguarding policies.

For more information, our Newave Education, visit:

www.newave-education.co.uk/safeguarding

Job Overview

To assist the Senior Cook in delivering and managing all aspects of catering for groups (typically between 50 and 90) of children and accompanying adults on residential arts courses. To clean and prepare the Kitchen as required.

Job Description

Your current duties and responsibilities are:-

1. To prepare, cook and serve high quality food according to Centre needs.
2. To take a leading role when working with other kitchen staff in the absence of the Senior Cook.
3. To assist the Senior Cook in
 - a) The organisation of kitchen staff, including quality control, allocation of duties, and staff rotas.
 - b) Planning appropriate menus taking account of client group, dietary requirements, and nutritional value.
 - c) Managing and monitoring all areas of work relating to food hygiene, ensuring Environmental Health standards and regulations are met, including
 - cleaning of surfaces, equipment, utensils;
 - food storage, temperature control, stock rotation;
 - staff hygiene and personal protective equipment/clothing; food preparation and presentation
 - cleaning of kitchen, food storage and dining areas
 - waste disposal
 - Quality control of all aspects of catering Stock control
 - Induction and appropriate in-house training of kitchen-related staff.
 - Ensuring Healthy Schools/Eco Centre standards are met.
4. Maintenance of appropriate records.
5. To receive goods.
6. To assist with risk assessments, play a full part in Health & Safety issues relating to the kitchen/dining room, and comply with Health & Safety standards.
7. Cleaning of kitchen, equipment and dining room.
8. To assist in other domestic support duties as required by management if and when kitchens are quiet

Personal Qualities

All of our employees and associates are selected on the basis of their experience, qualifications and most importantly, their personality. As a growing organisation, we invest in the training and development of all of our tutors and employ over 120 individuals on a regular basis. We look for the following personal qualities:

- Strong communication skills
- Brilliant interpersonal skills
- The ability to work as part of a team
- Good time-keeping
- A 'can-do' attitude towards their work
- A passion for learning

Reporting to:

Site Manager

Closing Deadline:

Wednesday 31st July (5pm)

Interviews:

Week beginning Monday 12th August

Please send your completed application to [Felix Pepler@sandwell.gov.uk](mailto:Felix.Pepler@sandwell.gov.uk)

If you have any questions, please call 01889 270225 and ask to speak to John Percival or Felix Pepler.