**Job description**

**Post title:** Cook/Cleaner

**Purpose:**

To run the college’s canteen, providing light meals and refreshments to learners and staff, and undertake cleaning duties for the ground floor of the college.

**Responsible to:** Business Manager

**Duties and responsibilities:**

To work under the direction of the College Business Manager and Site Manager to source, prepare and monitor the production of light meals, beverages, and refreshments in the College’s canteen, providing healthy meals for young people aged 16-25 with learning difficulties including AHD and SEMH, and the College staff. To clean and maintain the dining area and lobby of the ground floor and the learner and staff toilets.

* Plan, prepare and monitor the production of healthy light meals, beverages and snacks for our learners and staff.
* Prepare menus, source, order and monitor stock, ensuring best value for money.
* Responsible for cashier duties including budget monitoring and reporting expenditure to the Senior Administrator for banking
* Responsible for cleaning and maintaining the cleanliness of the ground floor including cleaning the floors of the lobby, kitchen, and dining area of the ground floor.
* Maintaining cleanliness of dining tables, chairs, and resources in dining area as well as the kitchen and all toilets on the ground floor

**Specific responsibilities:**

Create a welcoming and professional atmosphere in the College’s canteen/dining area. Acting as the focal point for breaktimes and lunches, you will ensure that menus are varied, healthy and cost effective.

* Follow food hygiene and cleanliness in the kitchen, dining area, lobby and toilets in accordance with Health & Safety/ Food Standards Agency guidance.
* Ensure that all COSH regulations are always met.
* Operate and maintain kitchen equipment safely and conscientiously.
* Report costings and expenditure to the Senior Administrator and cash up at the end of each working day, ensuring that funds/till float is handed into the admin office at the end of each working day.
* Oversee cleaning stocks/provisions for the cleaning of the ground floor lobby, kitchen, dining area and toilets.
* Create and monitor cleaning rotas for designated cleaning times for specific areas and carry out these duties accordingly.
* Undertake relevant Safeguarding training.

**Person Specification – Cook/Cleaner**

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| **1** | **QUALIFICATIONS** |  |
| A | A Certificate or accreditation in catering or professional cookery  | **E** |
| B | Level 2 Food Hygiene certificate (current)  | **E** |

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| **2** | **EXPERIENCE** |  |
| A | Relevant experience in a catering environment or kitchen environment  | **E** |
| B | Experience of producing menus, sourcing products and monitoring stocks  | **D** |

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| **3** | **ABILITIES/SKILLS** |  |
| A | Evidence of budget monitoring and sourcing goods/products at best value for money | **E** |
| B | Working knowledge of Health and Safety legislation in the kitchen or professional cookery environment  | **E** |
| C | Awareness of COSH protocols  | **E** |
| D | Ability to work independently, and communicate effectively and confidently with staff, learners, and visitors to the college  | **E** |

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| **4** | **KNOWLEDGE** |  |
| A | Appreciation of safeguarding and confidentiality in an educational setting  | **E** |
| B | An awareness of specific learning difficulties  | **D** |
| C | Basic Skills – English and Maths Level 4 or equivalent to GCSE grade C or above | **D** |

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|  | **OTHER** |  |
| A | Commitment, loyalty to the College’s vision | **E** |
| B | Ambition and drive to support the College’s development  | **E** |
| C | Self-motivated | **E** |
| D | Current driving license  | **D** |

**E** – essential – **D** – desirable