

Job Description

Group Member:		Leeds City College	
Job Title:		Cook - United Living Project	
Reports to:		Deputy Head of Travel, Food and Drink.	
Job Grade	RLW	Department	Travel, Food and Drink

ROLE SUMMARY:

To support the catering service at the Points Cross building site for the United Living Project.

This is a fixed term contract to service the building site, which is scheduled to be completed in December 2025. However, the post may be continued thereafter on a monthly basis until the project is complete.

CORE RESPONSIBILITIES:

1. To support the catering service at the Points Cross building site for the United Living Project.
2. This will involve preparing and cooking the food, service the site operatives and general cleaning duties.
3. Creating cost effective dishes and menus that utilise any 'left over' items.
4. Creating dishes that meet the needs of the customers whilst remaining within budget (no more than 50% cost of food)
5. Maintaining the food safety standards within the unit, completing all relevant documentation and adhering to all applicable legislation.
6. Creating a food order to ensure sufficient stock is delivered to the unit to meet the daily requirements.
7. Identifying any additional opportunities to increase the income of the department through the United Living Site.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Cook - United Living Project
Department	Travel, Food and Drink

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 1 English and Maths (or equivalent) or willingness to complete.	A / I / C
D	Q2. Level 2 Food Preparation	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1 Ability to prepare, cook and serve a range of breakfast and lunch items to meet the needs of the customers	A / I
E	EK2 Professional relationships with customers	A / I
E	EK3 Willingness to undertake all training required	A / I
E	EK4 Adhere to policies and procedures to work in an educational environment.	A / I
E	EK5 Willingness to work in a multi-disciplined organisation/team.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1 Able to work without close supervision (once trained) and resolve own work problems using own initiative.	A / I
E	SC2 Demonstrate interpersonal skills sufficient to network and develop effective links with site operatives.	A / I
E	SC3 Able to demonstrate an ability to work with a diverse range of peers and customers.	A / I
E	SC4 Willingness to receive constructive feedback	A / I
D	SC5 Able to work within a target driven environment	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I