

BREAKTHROUGH TRANSFORMATION TRUST

Charity Number 1148238

Mission Statement

Breakthrough Transformation Trust is a Christian Charity that exists to empower and equip individuals and families who experience difficulties, to take competent care of their lives and contribute to the wider community.

www.breakthroughtransformationtrust.org

Introduction

Breakthrough provides therapeutic health interventions, care and education, supporting our service users to overcome serious barriers in their lives and to be able to learn and be educated and receive work experience so that, on leaving, they can move into further/higher education, employment or training, or in the case of younger children, so that they can be reintegrated into mainstream education. All employees of Breakthrough Transformation Trust are required to uphold the Christian values and ethos of the Charity.

Safer Recruitment

Breakthrough Transformation Trust practices Safer Recruitment which ensures that our recruitment practices are inclusive, fair, consistent and transparent.

Job Description - College Cook

This job description is subject to reasonable amendment from time to time as per the Cook Contract of Employment.

The Cook will be expected to provide meals for approximately 20-30 people.

Main Responsibilities

- Responsible for planning menus according to a fixed budget and ensuring menus following guidelines on nutrition and healthy eating
- Responsible for maintaining a clean and hygienic kitchen
- Responsible for cleaning food preparation areas as determined by law and company policy
- Responsible for maintaining a clean and hygienic kitchen at all times, complying with food safety legislation
- Responsible for monitoring and managing food and kitchen supplies within the set budget
- Responsible for estimating expected food consumption and organising preparation accordingly
- Responsible for ordering food and keeps records and accounts of food purchases
- Makes adjustments to food items to accommodate those with allergies or specific diet concerns, as advised by the Head of Centre
- Liaising with Head of Centre where required
- Assists Teachers and Core Workers by overseeing students in the kitchen, assisting and developing their cooking skills
- To help with developing risk assessments and when appropriate to be part of the reviewing and updating process
- Responsible for washing and cleaning up after lunch
- Complete and record all mandatory Health and Safety checks for the kitchen

- Attending meetings when requested
- Ensuring high standards of Safeguarding
- Ensuring you follow the Health and Safety protocols of the Charity
- Ensuring you handle personal data that you have access to, fairly, lawfully and securely, in line with Data Protection Laws and uphold a duty of confidentiality
- Contributing to your professional development and that of other staff members
- Complete all mandatory training

Skills and Experience Required

- Understanding of principle “the kitchen is the heart of the home”
- Excellent communication skills
- Organised and methodical
- Ability to respond appropriately to the unexpected
- Committed to continued personal and professional development, including obtaining relevant professional qualifications

All successful applicants will be required to provide an enhanced level DBS Disclosure before entering employment

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s) occurred and the age of the offender when the offence(s) occurred.

Personal Declarations

The position for which you are applying involves contact with vulnerable children, young people and adults. For these positions, you are not entitled to withhold changes of your name by Deed Poll, information about police cautions, “bind-overs” or any criminal convictions including any that would otherwise be considered “spent” under the Rehabilitation of Offenders Act 1974. Have you ever been convicted of any of any offence or “bound over” or given a caution? Any such information needs to be out in the open with us and will be considered but may not have any bearing on your employment with us. If any of the above apply to you please declare them in your application.

N.B: Breakthrough is strictly a non-smoking organisation and smoking or e-cigarettes/vaporisers are not allowed on any premises or in any vehicles used by the organisation.

Breakthrough Transformation Trust

Person Specification

| Education and Qualifications | Essential | Desirable |
|---|-----------|-----------|
| GCSEs including Maths and English | X | |
| Level 3 Food Hygiene Certificate | X | |
| Experience | | |
| Experience of working in a similar role in a catering environment | X | |
| Experience of working with students between 5 and 19 years | | X |
| Experience with young people with mental health issues | | X |
| Knowledge and Understanding | | |
| Up to date knowledge of Food Hygiene Safety and Healthy Eating | X | |
| Working knowledge of designing menus to incorporate healthy eating | X | |
| Skills and Attributes | | |
| Ability to establish good working relationships with effective teamwork | X | |
| Excellent role model for staff and students | X | |
| Ability to generate ideas and drive initiatives | X | |
| Willingness to contribute to extra-curricular activities | | X |
| Personal Qualities | | |
| A champion of our Christian ethos | X | |
| Enthusiastic and committed | X | |
| A passion for cooking and baking | X | |
| Excellent interpersonal skills | X | |
| Ability to be reflective and self-critical | X | |
| Able to display calmness under pressure | X | |
| Committed to making a positive difference to people's lives | X | |