



Camphill School Aberdeen
Social Pedagogy in Practice

*A Vibrant place to Live,
An Inspiring place to Learn,
A Fulfilling place to Work*

Job Description

Camphill School Aberdeen is an independent charity offering sector leading education, care and therapy services for children and young people with additional support needs on a day or residential basis.

This document contains the task expectations and legislative requirements for the post of:

JOB TITLE	
Cook	
OUR VISION	
To be recognised as a centre of excellence where children and adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential.	
OUR MISSION	
To create a community where children and adults feel a sense of belonging, support and personal growth. A place where there is an inclusive, lifelong learning culture with an integrated approach to health, education and care.	
SITUATION IN ORGANISATION	
Reports to: House Co-ordinators Direct reports: No Direct Report	
JOB DIMENSIONS	
To prepare the main meal(s) of the day for the house ensuring that it is nutritionally balanced and suitable for the dietary requirements of those who will be eating it. The job holder will also ensure that the kitchen is kept clean and tidy and will support the work of the House Co-ordinator(s) and Co-workers by ensuring that basic requests are acknowledged and implemented as appropriate.	
KEY CONTACTS:	
House Co-ordinators	
PERSONAL COMMITMENT STATEMENT	
At all times, the job-holder will: <ul style="list-style-type: none">• Promote good relationships and close communication with all Co-workers, students and others their work with CSA brings them into contact with• Maintain constant adherence to Health and Safety policy and practices within CSA, ensuring the safety of self and others in the working environment• Attend relevant meetings as required or appropriate• Attend training as deemed relevant or necessary as part of development plans or CSA policy In undertaking this role, the job-holder will: <ul style="list-style-type: none">• Proactively carry out the activities of the job• Be responsible for meeting agreed objectives• Adapt to changes in work practices and job activities• Act in the best interest of Camphill School Aberdeen at all times• Seek out learning opportunities and transfer new skills and knowledge to the job	

<ul style="list-style-type: none"> • Adhere to the values and principles of the CSA and the SSSC Codes of Practice at all times • Willingly and openly share good practice
KEY RESPONSIBILITIES
<p>Primary Tasks</p> <ul style="list-style-type: none"> • Discuss and agree the menu for that week/day with the House Co-ordinator • Prepare lunch, including special diets • Have responsibility for the cleanliness, order and safety in the kitchen and larder • Prepare a break in the middle of the morning • Wash up and leave a tidy kitchen before leaving at the end of the working day • When required, set the table for lunch • When requested, participate in the creation of the grocery/vegetable/food orders for the house <p>Secondary Tasks</p> <ul style="list-style-type: none"> • Prepare 'special' meals as directed by the House Co-ordinator • When possible prepare a 'dish' for supper • Be aware of any ill children or co-workers in the house • If required, help supervise a pupil(s) in the kitchen • Answer the phone and take messages • Any other reasonable tasks requested by the House Co-ordinator
ACCOUNTABILITY
<p>At all times, the job holder is accountable for:</p> <ul style="list-style-type: none"> • Complying with the CSA Health and Safety policies, including Fire Precautions and Prevention • Ensuring all reasonable precautions are taken to provide for the safety of pupils both on campus and in the community • Ensuring all relevant and current CSA policies are understood and worked within and that it is known where to access this and further information should it be required • Maintaining confidentiality of all information concerning pupils and co-workers • Complying with school regulations concerning performance of their duties and undertake any such other duties as reasonably required by the CSA
REQUIRED QUALIFICATIONS / EXPERIENCE
<p>Desirable</p> <ul style="list-style-type: none"> • Food Hygiene Certificate
PERSONAL QUALITIES, SKILLS AND APTITUDES
<p>The job holder should demonstrate the following qualities identified as critical for this post:</p> <ul style="list-style-type: none"> • Awareness and management of risk to pupils, co-workers and him/herself • Openness to change • Willingness to learn and share • Acceptance of personal accountability
CONTINUOUS PROFESSIONAL DEVELOPMENT
<p>The job holder will, when requested:</p> <ul style="list-style-type: none"> • Attend training as deemed relevant or necessary • Attend an individual annual review to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process • Work to their agreed Personal Development Plan (where relevant)

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.