



James Allen's Girls' School

JOB DESCRIPTION

Title: Head Cook

Line Manager: Catering Manager and Head of Pre-Prep

Hours of work: Monday to Friday, 8.30am-4.00pm (32.5 working hours per week),
1 unpaid hour for lunch, Term Time only.

Salary: £20,000 - £24,000 dependant on experience.

Scope of role

We are looking for a creative Head Cook to provide first class food and service to the Pre-Prep students, staff and guests. The post holder will be expected to take on the full responsibility of planning, organising, operating and developing the catering service to ensure it meets the highest standard in terms of quality of food, service and safety.

Main responsibilities

- To ensure the standard of food and hygiene meets all current legislation and that the highest food and safety standards are maintained throughout the department. Ensure records are up-to-date and available for inspection.
- Maintain a high level of kitchen hygiene and cleanliness in all food production areas.
- Responsibility in the control of all food stocks, areas of food storage and levels of stock holding and stocktaking.
- To fully account for all purchases and consumption on a weekly basis.
- Managing a team of two and delegating tasks daily as required and ensuring team are working in line with appropriate compliance.
- Oversee the preparation of all food produced both hot and cold from within all areas of the main kitchen.
- To inspect and check all equipment ensuring that any maintenance defects are reported and followed through.
- Create and develop menus, with exceptional nutritional content.
- To ensure that the catering produced has achieved the highest possible quality and presentation at all times and is ready for service at the correct times, liaising with the senior school catering team as required.
- To cater for all aspects of hospitality, meetings and functions as required by the school during the school term and at other times as required.
- Ensure there is adequate food available to maintain a smooth service without any delays.
- To undertake any other duties as commensurate with the responsibilities, skills and qualification of the post holder.

PERSON SPECIFICATION

Skills and experience:

Essential:

- Experienced at Head Cook level within a Pre-Prep, Prep or Primary setting and an understanding of this environment.
- Experience of working with children
- Management experience and the ability to work within a small team.
- Able to communicate effectively with all staff.
- Able to use Microsoft office applications.
- A current food hygiene safety certificate and commitment to food safety.
- Punctual, reliable and flexible.
- The ability to work proactively and using own initiative.
- Enthusiastic, innovative and creative with menus and introducing of new foods and ideas.
- Commitment to safeguarding children

Desirable

- First Aid Training/certification and evidence of continuous professional development.
- An understanding of COSHH.

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.

Agreed: Post holder: _____

Date:_____