



WITHERSLACK GROUP JOB DESCRIPTION

POST TITLE: Cook Level Two (Senior Cook/Cook-In-Charge)

RESPONSIBLE TO: Head Teacher

LIAISON WITH: Senior Leaders, Ancillary Staff

OVERALL RESPONSIBILITIES

To be responsible the preparation of nutritious and appetising food in line with current Health and Safety requirements, and to contribute to the ethos of the school by developing and maintaining positive relationships with staff, pupils and visitors.

GENERAL DUTIES

- To be responsible for the preparation and serving of food to children and staff in accordance with current food hygiene regulations
- To be responsible for menu planning giving due consideration to nutritional and dietary requirements
- To maintain a high standard of hygiene and cleaning within the kitchen, food preparation and storage areas
- To be aware of the Health and Safety implications of the role performed and adhere to any requirements of the Group / School Health and Safety Policy
- To relate to colleagues, pupils and visitors in a positive and appropriate manner
- To take part in and/or provide relevant training
- To be responsible for the supervision, support and guidance of other staff
- To take on additional responsibility which may relate to:
- Purchasing food and equipment
 - 1) A specific requirement of the school e.g. Health & Safety
 - 2) Supervision of pupils

NB *At Level Two, there is an expectation to hold the CIEF 'Food Safety in Catering' Level 3 qualification or equivalent. Training for this is offered as part of the Induction process.*

SAFEGUARDING

The Witherslack Group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area. This post is subject to an Enhanced Disclosure check.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Safeguarding

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date

Manager Signature.....

(Print Name) Date

Person Specification for the post of: Cook in Charge

Part – time / Full Time Hours of work	Essential	Desirable
Experience (Duration, type and level of experience necessary)	<ul style="list-style-type: none"> Sustained experience of catering for large groups Experience of planning menus which offer a balanced diet and wide food choice Experience of budgeting and ordering for a pre planned menu. 	<ul style="list-style-type: none"> Experience of managing the preparation of and serving of high quality food in a school setting. Experience of working with pupils with Special Educational Needs.
Education / Training / Qualifications (Number type and level)	<ul style="list-style-type: none"> Level 3 Qualification in Food Safety in Catering or equivalent. 	<ul style="list-style-type: none"> Training in/Experience of implementing the Governments food/nutrients based standards for school lunches.
Special Knowledge	<ul style="list-style-type: none"> The ability to provide a nutritious, well balanced menu which encourages pupils to experience new foods. 	<ul style="list-style-type: none"> Experience in developing cooking/life skills as part of the school curriculum.
Skills - Disposition	<ul style="list-style-type: none"> Organised, Creative, Hard working, Dependable, High standards of hygiene, Approachable and Positive 	
Working Arrangements	<ul style="list-style-type: none"> Monday to Friday 	