



Job Description

Job Title:	School Cook
Responsible to:	Business Manager
Hours of Work:	08.00 – 15.30
Salary Range:	£17,000 - £24,000

Key Areas of Responsibility:

Food Preparation & Cooking:

- To prepare & cook all meals as set out in the school termly Menu
- To provide and maintain a high standard of catering for the extended school programme
- To provide a well-balanced and nutritional catering service considering dietary / allergy needs and specific dietary requests (e.g. vegan etc.)
- To ensure that the catering service runs efficiently with food being ready at the required times in sufficient quantities
- To provide catering for all School functions (e.g. Parent's events etc.)
- To source locally grown produce at best value

Menus & Recipes:

- To assist the business manager in menu planning
- The development of new recipes to meet nutritional requirements (Healthy Eating)
- To produce recipes for whole school SMSC Agenda and Healthy Schools Initiative
- To improve menu options for the School (including healthy options)
- To ensure that the daily menu provision is communicated to all stakeholders and updated regularly on school website – including any ingredients that may cause allergic reactions (e.g. that Pesto sauce contains nuts etc.)
- To liaise with staff and generate their input into product development

Food Safety:

- To ensure compliance with Food Safety and Health & Safety Legislation
- To ensure that stock is rotated correctly (e.g. First In, First Out) - to prevent foodstuffs from becoming out of date
- To check deliveries to ensure that the orders are correct and conform to the necessary quality. Also, to ensure that any errors are reported immediately and rectified
- To ensure that all food temperature charts are completed daily (delivery, fridge & freezer, core cooking, hot holding, cooling etc.)
- To ensure that food wastage is minimised and a record kept of all food wastage
- To ensure a high standard of cleanliness within the kitchen and all dining areas
- To ensure that a high level of hygiene is maintained by all staff in the kitchen at all times & that protective clothing is worn throughout the catering operation



General:

- To participate in a termly meeting with the business manager to discuss the requirements for each week/term
- To ensure that all necessary fresh, frozen & ambient provisions are available
- To manage the ordering of all fresh and ambient produce, frozen produce, chemical/cleaning provisions and disposable items
- To lead in the monthly audit of stock
- To cash up the tills and undertake 'end of day' computer checks & print outs
- To ensure that all kitchen equipment is functional and organise repairs when required
- To deal with telephone enquiries in a professional and courteous manner
- To ensure that professional and good levels of communication are maintained with staff at all times

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation as outlined in THSG Safeguarding Policy and Staff Handbook.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To participate in performance reviews.
- To perform any other duties which are commensurate with the grade of the post.
- Any other duties assigned by the Business Manager and/or the Head teacher commensurate with the grade of the post.

Commitment to Safeguarding Children:

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection Teacher or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness re how to keep Safe.

Skills, Qualities and Experience:

- Ideally have experience of working as a Cook in a high-volume catering establishment.
- Diploma in Professional Cookery – Min Level 2 (e.g. Food Hygiene/C&G 706/2)
- Food Hygiene Qualification – Min Level 2 Be able to prepare, cook & present food to the highest standards at high volume
- Have good personal hygiene
- Be able to work using own initiative and also be an effective team player
- Be able to work well under pressure
- Be able to produce high quality foods to tight deadlines
- Have awareness of food allergens and other dietary needs (e.g. vegan, Halal etc.)



- Be able to adapt to change
- Be flexible with working patterns
- Be eligible to live and work in the UK